



**"The City with a Heart"**

Rico Medina, Mayor  
Linda Mason Vice Mayor  
Tom Hamilton, Councilmember  
Marty Medina, Councilmember  
Michael Salazar, Councilmember

**AB-361  
CORONAVIRUS COVID-19**

***On September 16, 2021, the Governor of California signed AB-361 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the CDC's social distancing guidelines which discourage large public gatherings, the San Bruno City Council meetings are being conducted electronically. The meeting is not available for in-person attendance. Members of the public may attend the meeting by video or phone linked in this agenda or watch by livestream at [youtube.com/user/cityofsanbruno](https://www.youtube.com/user/cityofsanbruno). CityNet Services Channel 1 will air the meeting live and the recorded meeting will be made available for viewing on the City's YouTube channel after the meeting has concluded.***

***If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email [cityclerk@sanbruno.ca.gov](mailto:cityclerk@sanbruno.ca.gov). Emails received before the special or regular meeting start time will be forwarded to the City Council, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the City Council and filed with the agenda packet becoming part of the public record for that meeting. Emails received will not be read aloud during the meeting.***

***Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact the City Clerk 48 hours prior to the meeting at (650) 616-7070 or by email at [cityclerk@sanbruno.ca.gov](mailto:cityclerk@sanbruno.ca.gov). Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.***

**AGENDA  
SAN BRUNO CITY COUNCIL  
May 10, 2022  
7:00 PM**

### **Zoom Meeting Details**

<https://sanbruno-ca-gov.zoom.us/j/86985609193?pwd=STRtMkxUOUxTTUxTUGhOK0ZXQUxyZz09>

**Webinar or Meeting ID:** 869 8560 9193

**Webinar or Meeting Password:** 453343

**Zoom Phone Line:** 1-646-558-8656

*(same webinar ID and password as above)*

City Council meetings are conducted in accordance with Roberts Rules of Order. All regular Council meetings are recorded and televised on CityNet Services Channel 1 and replayed the following Thursday, at 2:00 pm.

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

Individuals allowed three minutes. It is the Council's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Council from discussing or acting upon any matter not agendized pursuant to State Law.

5. **ANNOUNCEMENTS/PRESENTATIONS**

- a. San Bruno is happy to partner with Recology San Bruno again for the Spring 2022 Community Clean Up Event (Drop Off) at 975 Sneath Lane. The drop off event will be held on May 14 from 8:00 a.m. to 11:00 a.m. at 975 Sneath Lane, and is a self-serve drop off, where residents will be required to unload their vehicles. Residents limited to 3 cubic yards per vehicle, and can include bulky items, e-waste, appliances, bags of garbage. Dirt, rock and concrete will not be accepted.
- b. Declare Vacancy on the Culture and Arts Commission. Be where the action is, and get involved! Apply to serve on the Culture and Arts Commission or one of several Citizen Advisory Commissions, Boards, and Committees. Apply online at [www.sanbruno.ca.gov](http://www.sanbruno.ca.gov) or contact the City Clerk's Office at 650-616-7061.
- c. Announce Proclamation for Asian American Pacific Islander Heritage Month
- d. Announce Proclamation for Mental Health Awareness Month

6. **CONSENT CALENDAR**

All items are considered routine or implement an earlier Council action and may be enacted by one

motion; there will be no separate discussion, unless requested.

- a. Approve the Draft Special Meeting Minutes for March 29, 2022 and the Draft Special Meeting and Regular Meeting Minutes for April 26, 2022
- b. Approve Accounts Payable for April 25, 2022 and May 2, 2022
- c. Accept Payroll for April 24, 2022
- d. Approve Investment Report and Reconciliation of General Ledger to Bank report dated March 31, 2022
- e. Adopt Resolution Appropriating \$2,500 from the Restricted Revenues Fund, City Art Fund Fees for Sponsorship of a Community Day Chalk Art Activity
- f. Adopt Resolution Authorizing Temporary Road Closure of Various Streets in Conjunction with the 80th Annual Posy Parade and CommUNITY Day Event on San Mateo Avenue and Authorize Use of City Park Baseball Fields and Police Department Assistance with Traffic Control for the Lions Club 80th Annual Posy Parade
- g. Receive Written Update on the City's Response Efforts to COVID-19
- h. Adopt Resolution Declaring the Continued State of Local Emergency and Need for the City Council and Other Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361
- i. Adopt Resolution Approving Publicly Available Pay Schedule Effective May 10, 2022 Pursuant to the Public Employee's Retirement Law (PERL), Public Employees Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR)

**7. CONDUCT OF BUSINESS**

- a. Adopt Resolution Authorizing the City Manager to Amend the Agreement with Callander and Associates Landscape Architecture for Additional Design Services for Centennial Plaza in an Amount Not to Exceed \$26,112
- b. Adopt Resolution Authorizing the City Manager to Execute an Agreement with Loral Landscaping, Inc. for the Renovation of the College Drive Median from Skyline to Sheryl Drive in an Amount Not to Exceed \$99,839

**8. PUBLIC HEARING(S)**

**9. STUDY SESSION**

- a. Receive Progress Report on Fiscal Year 2021-22 City Council Strategic Initiatives and Provide Direction on New or Modified Priority Focus Areas and

Related Strategic Initiatives for the Fiscal Year 2022-23 that Begins on July 1, 2022

10. **COMMENTS FROM COUNCIL MEMBERS**

a. Report out on attendance at the 2022 Progress Seminar held April 29 – May 1, 2022

b. Rico E. Medina:

- May is Bicycle Safety Month: Share the Road and Look Out for One Another

c. Linda Mason:

- Provide guidance to staff to work with the San Bruno Park School District for future winter, spring and summer programming calendar dates and centralizing a unified message of all options to parents/guardians on both department's websites.
- Request staff to prepare a thank you letter to Supervisor David Pine's office for awarding \$200,000 of Measure K funds to the City of San Bruno.
- Direct staff to thank the San Bruno Community Foundation for their presentation and to make a formal request to the San Bruno Community Foundation on behalf of the City Council to reconsider their priorities to include (1) The City of San Bruno's downtown as a priority since the San Bruno community ranked it #1 on the list of community needs and it is currently not listed as a San Bruno Community Foundation Priority; and (2) Active fundraising since the community ranked it number 4 as a process recommendation from members of the San Bruno community and it is not listed as a San Bruno Community Foundation Priority.

11. **ADJOURNMENT** – The next Regular City Council Meeting will be held on May 24, 2022 at 7:00 p.m.





**“The City with a Heart”**

Rico Medina, Mayor  
Linda Mason, Vice Mayor  
Tom Hamilton, Councilmember  
Marty Medina, Councilmember  
Michael Salazar, Councilmember

**MINUTES**  
**SAN BRUNO CITY COUNCIL**  
**SPECIAL MEETING**

**March 29, 2022**

**5:00 p.m.**

**1. CALL TO ORDER**

**2. ROLL CALL** – All Councilmembers were present.

**3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

There were no speakers during public comment

**4. STUDY SESSION**

- a. Conduct Study Session and Provide Direction Regarding the Process and Next Steps to Become a Charter City.

**Jovan Grogan, City Manager and Marc Zafferano, City Attorney**, presented the report.

The following member of the public spoke regarding the item:

□ Auros Harman – Spoke in support of the item.

~~A majority of the City Council supported placing a Charter City measure on the November 2022 ballot.~~

Due to the nature of the Study Session, a formal vote was not taken. However, Councilmembers Hamilton, Mason and M. Medina expressed interest in moving forward and directed staff to work on the development of becoming a Charter City. However, Councilmember Salazar and Mayor Medina expressed concerns and did not wish to move forward in placing such a measure on the ballot.

City Manager Grogan summarized the direction received, noting that direction would be needed at a later time on the alternative voting methods for Council elections (e.g. ranked choice voting, approval voting, or variants.)

- b. Conduct Study Session and Provide Direction Regarding Submitting a Measure to the Voters at the November 8, 2022 General Election Repealing Ordinance that Established the Elective Office of Mayor.

**Jovan Grogan, City Manager and Marc Zafferano, City Attorney**, presented the report.

The following members of the public spoke regarding the item:

- ▯ Plymouth – Spoke in opposition of the item.
- ▯ Auros Harman – Spoke in opposition of the item.

~~A majority of the City Council supported placing a measure on the November 2022 ballot repealing the ordinance that established the elective office of Mayor.~~

Due to the nature of the Study Session, a formal vote was not taken. However, Councilmembers Hamilton, M. Medina, Salazar and Vice Mayor Mason expressed an interest in moving forward and submitting a measure to the voters at the November 2022 election on whether the Elective Office of Mayor should be repealed and directed staff to work on the above issue. Mayor R. Medina remained neutral on the subject.

- c. Conduct Study Session and Provide Direction Regarding Submitting a Measure to the Voters at the November 8, 2022 General Election Repealing Section 2.04.015(B) of the Municipal Code and Establishing Term Limits for Councilmembers.

**Jovan Grogan, City Manager and Marc Zafferano, City Attorney**, presented the report.

The following members of the public spoke regarding the item:

- ▯ Plymouth – Spoke in opposition of the item.
- ▯ Auros Harman – Spoke in opposition of the item.
- ▯ Teri Chavez – Spoke in opposition of the item.

~~A majority of the City Council supported placing a measure on the November 2022 ballot repealing Section 2.04.015(B) of the Municipal Code and establishing term limits for Councilmembers, specifically for three consecutive terms.~~

Due to the nature of the Study Session, a formal vote was not taken. However, Councilmembers Hamilton, M. Medina and Vice Mayor Mason expressed interest in moving forward with placing a measure on the November 2022 ballot regarding re-establishing term limits for Council members and directed staff to work on the above issue. Councilmember Salazar did not support the item. Mayor R. Medina did not feel it was a critical point in time to place such an item on the ballot.

- d. Conduct Study Session and Provide Direction Regarding Adopting Local Campaign Finance Regulations.

**Jovan Grogan, City Manager and Marc Zafferano, City Attorney**, presented the report.

The following member of the public spoke regarding the item:

- ▯ Auros Harman – Spoke in opposition of the item.

City Attorney Zafferano noted earlier in the meeting that the item could be handled by Ordinance, not as a ballot measure.

~~A majority of the City Council supported adopting a local campaign finance regulation ordinance.~~

Due to the nature of the Study Session, a formal vote was not taken. However, Councilmembers Hamilton, M. Medina and Vice Mayor Mason expressed interest in moving forward with creating an Ordinance regulating Local Campaign Finance Regulations supporting a \$500/\$1,000 limit. Councilmember Salazar remained neutral on the item. Mayor R. Medina added that since the matter is not a ballot issue, it would be a matter of staff time and resources to work on it for possible consideration in the fall.

5. **ADJOURNMENT** – The meeting adjourned at 8:03 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk. ~~for approval at the regular meeting of April 12, 2022.~~

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Vicky S. Hasha, Deputy City Clerk

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Rico E. Medina, Mayor



**“The City with a Heart”**

Rico Medina, Mayor  
Linda Mason, Vice Mayor  
Tom Hamilton, Councilmember  
Marty Medina, Councilmember  
Michael Salazar, Councilmember

**MINUTES**  
**SAN BRUNO CITY COUNCIL SPECIAL MEETING**  
**April 26, 2022**  
**5:00 p.m.**

1. **CALL TO ORDER**
2. **ROLL CALL** – Councilmembers Hamilton, Medina, Salazar, Vice Mayor Mason and Mayor R. Medina were all present
3. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
  - Jim Evangelist addressed the Council on item 4c on tonight’s regular meeting agenda.
4. **CLOSED SESSION**
  - a. Conference with Labor Negotiators Pursuant to Gov’t Code Section 54957.6  
Agency Designated Representatives: City Manager  
Employee Organizations: Mid-Management Unit, Public Safety Mid-Management Bargaining Unit, San Bruno Police Bargaining Unit, San Bruno Professional Firefighters Association, Miscellaneous Bargaining Unit, San Bruno Management Employees Association

There was no reportable action taken.

5. **ADJOURNMENT**

The regular meeting adjourned at 10:44 p.m. and the City Council reconvened its Closed Session, which was recessed since 7 p.m. and adjourned at 11:15 p.m.

The next Regular City Council Meeting will be held on May 10, 2022 at 7:00 p.m.

These meeting minutes were prepared by Vicky S. Hasha, Deputy City Clerk for approval at the regular meeting of May 10, 2022.

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Vicky S. Hasha  
Deputy City Clerk

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Rico E. Medina  
Mayor



**“The City with a Heart”**

Rico Medina, Mayor  
Linda Mason, Vice Mayor  
Tom Hamilton, Councilmember  
Marty Medina, Councilmember  
Michael Salazar, Councilmember

**MINUTES**  
**SAN BRUNO CITY COUNCIL**  
**April 26, 2022**  
**7:00 p.m.**

1. **CALL TO ORDER**
2. **ROLL CALL** – All Councilmembers were present with the exception of Councilmember Hamilton.
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

**The following members of the public spoke during public comment:**

Jeremy Sarnecky – spoke regarding an Earth Day event he participated in recently and urged the Council to begin incorporating sustainable amendments into the building code.

5. **ANNOUNCEMENTS/PRESENTATIONS**

City Attorney Zaferano reported out from a Closed Session held earlier in the evening that the City Council approved an agreement with the San Mateo Union High School District. **The vote carried 4-0-1.** Councilmember Hamilton was absent at the Closed Session.

Mayor Medina announced three upcoming community events and invited the public to participate:

- a. Spring 2022 Community Clean Up Event (Drop Off), 975 Sneath Lane on May 14, 2022 from 8 a.m. to 11 a.m. at 975 Sneath Lane, in partnership with Recology San Bruno.
- b. San Bruno Lions' Club Posy Parade June 5, 2022 at 11 a.m., followed by San Bruno Community Day on San Mateo Avenue at noon.
- c. The State of the City Address on April 28, 2022 at 5:30 p.m. via live Zoom.
- d. Receive Presentation from the San Bruno Community Foundation on the Listening Campaign 2.0

Mayor R. Medina invited representatives from the San Bruno Community Foundation to share its listening campaign presentation.

San Bruno Community President, Malissa Netane-Jones, President, Leslie Hatamiya, Executive Director and Shawn Spano, presented the report. The Council thanked the Foundation members for the informative presentation.

## 6. **CONSENT CALENDAR**

**M. Medina, Councilmember**, requested a correction to 6.a., the April 12, 2022 Regular meeting minutes (below) and commented on 6.e. Fire Bargaining Unit Agreement.

M/S Salazar/M. Medina approved the Consent Calendar, as amended. **Motion carried 4-0-1.** Councilmember Hamilton was absent.

- a. Approve the Draft Special and Regular Meeting Minutes for the Meetings of April 12, 2022, as amended, on Page 3, as follows:

### 8. **COMMENTS FROM COUNCIL MEMBERS**

- **Marty Medina** – Thanked ~~vendors~~ staff for a successful Easter egg event at City Park.

- b. Approve Accounts Payable for April 11 and April 18, 2022
- c. Accept Payroll for April 10, 2022
- d. Waive Second Reading and Adopt an Ordinance Repealing Chapter 10.21 of the San Bruno Municipal Code and Adopting a new Chapter 10.21 Regulating the Use of Disposable Food Service Ware by Food Facilities
- e. Adopt Resolution Approving Agreement between the City of San Bruno and the Fire Bargaining Unit and Authorizing Execution by the City Manager

**Marty Medina, Councilmember**, expressed appreciation to the negotiating teams for putting a four year contract in place.

- f. Receive Written Update on the City's Response Efforts to COVID--19

## 7. **CONDUCT OF BUSINESS**

- a. Adopt Resolution Authorizing the City Manager to Execute On-Call Agreements for Project Management Services with CSG Consultants, Inc., Swinerton Management & Consulting, and West Yost Associates, Inc. in Amounts Not to Exceed \$1,000,000 for the First Year and Two Additional Optional Years at \$1,000,000 Each Totaling \$3,000,000 for Each Firm, for a Total Amount of \$9,000,000 for a Total Three -Year Term

**Jovan Grogan, City Manager, Matthew Lee and Hae Won Ritchie, Public Works Director and Deputy Director, respectively, presented the report.**

M/S Salazar/M.Medina moved to adopt the Resolution, as amended, requiring that the item be brought back after the initial one-year contract period for City Council

authorization of the two additional option years. **Motion carried 4-0-1.** Councilmember Hamilton absent.

b. Adopt Resolution Authorizing the City Manager to Execute an Agreement with Wells Fargo Bank N.A. for General Banking and Merchant Card Services

**Qianyu Sun, Finance Director, presented the report.**

M/S. Salazar/M.Medina moved approval of the Resolution Authorizing the City Manager to Execute an Agreement with Wells Fargo Bank N.A. for General Banking and Merchant Card Services. **Motion carried 4-0-1.** Councilmember Hamilton absent.

c. Waive Second Reading and Adopt Ordinance (Chapter 2.52) Regarding Police Department Acquisition and Use of Military Equipment

**Ryan Johansen, Police Chief, presented the report.**

M/S M. Medina/Salazar moved to waive the second reading of the Ordinance. **Motion carried 4-0-1.** Councilmember Hamilton was absent.

M/S Salazar/M.Medina moved to adopt an Ordinance (Chapter 2.52) Regarding Police Department Acquisition and Use of Military Equipment. **Motion carried 4-0-1.** Councilmember Hamilton was absent.

## 7. **COMMENTS FROM COUNCIL MEMBERS**

a. **Linda Mason, Vice Mayor** – provided an update on the Recreation and Aquatic Center Committee meeting, thanked staff for the work done on the Easter baskets, announced that Bay-PLS continues its free Covid testing on San Bruno Avenue, announced the Education Foundation is holding its first gala on May 14 with the theme, "School with a Heart." Finally, she noted the grand opening of a new boutique downtown,"Catch-22."

**M. Medina, Councilmember** announced Second Harvest is hosting two grocery giveaways, an upcoming American Legion breakfast, and City Park's Day of the Child/Dia de los Niños reading event.

**R. Medina, Mayor**, welcomed the new Cappucino High School principal, Jesee Boise.

8. **ADJOURNMENT** – The regular meeting adjourned at 10:44 p.m. and the City Council reconvened its Closed Session, which was recessed since 7 p.m.

The City Council meeting minutes were prepared by Vicky Hasha, Deputy City Clerk, for approval at the regular meeting of May 10, 2022.



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** April 25, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

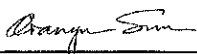
**PREPARED BY:** Qianyu Sun, Finance Director  
Kathleen O'Malley, Accounting & Customer Service Representative

**SUBJECT:** Accounts Payable Warrant Register

This is to certify that the claims listed on pages 1 to 2 inclusive, and/or claims numbered from 197413 through 197475 inclusive, totaling \$123,194.14 have been checked in detail and approved by the proper officials, and in my opinion, represent fair and just charges against the City in accordance with their respective amounts. The table below summarizes the total paid by Fund.

Fund	Fund Name	Amount
001	General Fund	\$41,123.21
006	American Rescue Plan Act	\$1,266.88
133	Restricted Revenues	\$139.53
137	Developer Project Contributions	\$39,233.63
201	Parks and Facilities Capital	\$5,912.50
611	Water Fund	635.42
621	Stormwater Fund	104.03
631	Wastewater Fund	21,047.68
641	CityNet Services Fund	571.59
701	Central Garage	34.67
707	Technology Development	13,125.00
<b>TOTAL FOR APPROVAL</b>		<b>\$123,194.14</b>

Respectfully submitted,

  
Finance Director

4/26/2022  
Date



Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0017188 3T EQUIPMENT COMPANY INC.	197414	4/25/2022	892.16
0104680 ACCESS 24 COMMUNICATIONS INC.	197415	4/25/2022	555.35
0018976 ALPHA ANALYTICAL LAB. INC.	197417	4/25/2022	1,310.00
0000118 ART'S PENINSULA LOCKSMITH	197418	4/25/2022	270.63
0110197 AT HOME SUPPORT SENIOR CARE	197419	4/25/2022	17.32
0016123 AT&T	197420	4/25/2022	22.56
0017191 AT&T	197421	4/25/2022	241.19
0018363 AT&T LONG DISTANCE	197422	4/25/2022	32.67
0108381 B METAL FABRICATION, INC.	197423	4/25/2022	4,883.53
0108437 BOTTOMLEY DESIGN & PLANNING	197424	4/25/2022	3,775.06
0000528 CALIFORNIA DEPT.OF FISH AND WILDLIFE	197413	4/20/2022	484.00
0017284 CHEMSEARCHFE	197427	4/25/2022	1,269.97
0015857 COUNTY OF SAN MATEO	197428	4/25/2022	164.50
0018331 CSG CONSULTANTS INC.	197429	4/25/2022	1,263.19
0097934 CWEA-TCP	197430	4/25/2022	192.00
0108696 DAVID J POWERS AND ASSOCIATES, INC.	197459	4/25/2022	4,852.28
0018799 ECONOMIC&PLANNING SYSTEMS INC.	197431	4/25/2022	12,354.88
0110190 EMIL RUGGIERO	197462	4/25/2022	19.39
0000046 EWING IRRIGATION PRODUCTS INC	197434	4/25/2022	593.31
0110194 FATEMEH KENESHLOU	197443	4/25/2022	11.05
0001782 FLOWERS ELECTRIC & SVC.CO.INC.	197435	4/25/2022	865.39
0110192 FRANZISKA EVANS	197433	4/25/2022	15.81
0109705 FW CA-BAYHILL SHOPPING CENTER,LLC	197426	4/25/2022	7,651.40
0016154 GOETZ BROTHERS SPORTING GOODS	197437	4/25/2022	984.38
0108425 GOOD CITY COMPANY	197438	4/25/2022	15,235.00
0000162 GRAINGER	197439	4/25/2022	758.03
0110056 HH ASSOCIATES US, INC.	197440	4/25/2022	337.43
0018838 INFOSEND, INC.	197441	4/25/2022	1,744.54
0110195 IRIS LIN	197446	4/25/2022	23.71
0095730 JOSEPH A. ORTIZ	197453	4/25/2022	877.03
0110199 JUSTIN POZZI	197460	4/25/2022	874.09
0018050 KAISER FOUNDATION HEALTH PLAN	197442	4/25/2022	3,554.83
0101953 KRYSTYNA KONOPKA	197444	4/25/2022	355.00
0109565 LAND LOGISTICS, INC.	197445	4/25/2022	2,587.50
0018177 LOWE'S	197447	4/25/2022	520.02
0017026 LYNX TECHNOLOGIES, INC.	197448	4/25/2022	13,125.00
0110193 MARTA PALAFOX	197458	4/25/2022	21.46
0016041 METROMOBILE COMMUNICATIONS	197449	4/25/2022	195.00
0104588 NANCY WYNSCHENK	197475	4/25/2022	45.63
0092263 OFFICE DEPOT INC	197450	4/25/2022	427.64
0109129 OMEGA INDUSTRIAL SUPPLY, INC.	197451	4/25/2022	275.76
0097567 ONE HOUR DRY CLEANING	197452	4/25/2022	886.15
0103933 OWEN EQUIPMENT SALES	197454	4/25/2022	1,549.15
0000012 PACIFIC GAS & ELECTRIC	197455	4/25/2022	2,870.52
0000101 PACIFIC NURSERIES	197456	4/25/2022	114.84
0105452 PAGE & TURNBULL, INC.	197457	4/25/2022	4,551.00
0103921 PHILIP WOFFENDEN	197474	4/25/2022	139.55
0108301 R3 CONSULTING GROUP	197461	4/25/2022	6,250.00
0110187 RAY EDUAR AGUILAR	197416	4/25/2022	557.45
0018597 SAN MATEO DAILY JOURNAL	197463	4/25/2022	540.00
0100627 SF POLICE CREDIT UNION	197464	4/25/2022	2,875.01
0097626 SHARP ELECTRONICS CORP.	197465	4/25/2022	134.89
0018962 SHOE DEPOT INC.	197466	4/25/2022	531.51

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0109953 SHRED CITY	197467	4/25/2022	63.72
0097079 SPRINT	197468	4/25/2022	113.97
0096932 TASC	197469	4/25/2022	203.50
0018073 TEAMSTERS LOCAL 350	197470	4/25/2022	2,277.00
0015691 TEAMSTERS LOCAL 856	197471	4/25/2022	11,794.00
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	197432	4/25/2022	85.00
0108402 THE HOME DEPOT PRO	197472	4/25/2022	2,845.87
0109115 TONY GARCIA	197436	4/25/2022	862.27
0018618 UNITED SITE SERVICES INC.	197473	4/25/2022	206.83
0110191 WYVONNE BRAAN	197425	4/25/2022	62.22
		<b>GrandTotal:</b>	<b>123,194.14</b>
		<b>Total count:</b>	<b>63</b>



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** May 2, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Qianyu Sun, Finance Director  
Kathleen O'Malley, Accounting & Customer Service Representative

**SUBJECT:** Accounts Payable Warrant Register

This is to certify that the claims listed on pages 1 to 3 inclusive, and/or claims numbered from 197476 through 197595 inclusive, totaling \$673,823.95 have been checked in detail and approved by the proper officials, and in my opinion, represent fair and just charges against the City in accordance with their respective amounts. The table below summarizes the total paid by Fund.

Fund	Fund Name	Amount
001	General Fund	\$299,681.17
002	General Fund Reserve	\$63,000.00
006	American Rescue Plan Act	\$677.88
111	Police Asset Forfeiture	\$3,996.00
132	Agency On Aging	\$3,489.89
133	Restricted Revenues	\$83,782.70
137	Developer Project Contributions	\$35,427.01
201	Parks and Facilities Capital	\$341.99
203	Street Improvement Projects	\$895.98
611	Water Fund	2,019.98
621	Stormwater Fund	38,366.65
631	Wastewater Fund	1,016.54
641	CityNet Services Fund	2,907.96
701	Central Garage	22,289.96
702	Facility Maintenance Fund	11,238.54
703	General Equipment Revolving	101,704.78
707	Technology Development	416.52
711	Self-Insurance	2,570.40
<b>TOTAL FOR APPROVAL</b>		<b>\$673,823.95</b>

Respectfully submitted,

  
Finance Director

5/03/2022

Date

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0106435 ACTION TOWING & ROAD SVC. INC.	197476	5/2/2022	115.50
0001170 AIRGAS USA, LLC	197477	5/2/2022	91.36
0000163 AIRPORT AUTO PARTS INC.	197478	5/2/2022	1,108.34
0108773 ALFRED S ROLDAN	197563	5/2/2022	1,810.62
0017459 ALL CITY MANAGEMENT SVC.INC.	197479	5/2/2022	3,392.09
0018611 ALL INDUSTRIAL ELECTRIC SUPPLY	197480	5/2/2022	196.85
0000372 ALLIED SECURITY ALARMS	197481	5/2/2022	894.00
0102355 AMAZON	197482	5/2/2022	355.96
0098508 AMERICAN PUBLIC WORKS ASSOCIATION(APWA)	197555	5/2/2022	1,080.00
0110209 AMPED SOFTWARE USA INC.	197483	5/2/2022	2,475.00
0096700 ANDY'S WHEELS & TIRES	197484	5/2/2022	2,853.07
0096113 AR AUTO GLASS	197485	5/2/2022	394.42
0016123 AT&T	197486	5/2/2022	1,200.11
0017191 AT&T	197487	5/2/2022	48.46
0105649 ATLAS PLUMBING AND ROOTER,INC.	197488	5/2/2022	5,000.00
0000345 BAKER & TAYLOR BOOKS	197489	5/2/2022	4,010.34
0102745 BAY AREA NEWS GROUP	197491	5/2/2022	895.98
0105737 BAY CITIES PYROTECTOR, INC.	197492	5/2/2022	3,030.00
0105553 BELLECCI & ASSOCIATES, INC.	197493	5/2/2022	1,790.00
0110143 BIG JOE HANDLING SYSTEMS	197495	5/2/2022	1,230.81
0109646 BIO CAR CARE	197496	5/2/2022	1,475.00
0109661 BIRITE FOODSERVICE DISTRIBUTORS	197523	5/2/2022	1,016.04
0017361 BOETHING TREELAND FARMS, INC.	197497	5/2/2022	137.91
0109185 BOUCHER LAW	197498	5/2/2022	21,927.00
0096420 BSN SPORTS LLC	197499	5/2/2022	677.88
0108182 C2R ENGINEERING, INC.	197500	5/2/2022	38,350.00
0105324 CAINE COMPUTER CONSULTING, LLC	197501	5/2/2022	2,340.00
0014739 CAL-STEAM	197503	5/2/2022	850.69
0001888 CALIFORNIA CABLE & TELECOMMUNICATIONS ASSI	197583	5/2/2022	775.22
0106548 CAPITAL ONE TRADE CREDIT	197504	5/2/2022	100.94
0110206 CARLOS RENE AVELAR DURAN	197517	5/2/2022	500.00
0016324 CINTAS CORPORATION #464	197506	5/2/2022	413.04
0016324 CINTAS CORPORATION #464	197507	5/2/2022	129.28
0098588 CITY OF BURLINGAME	197508	5/2/2022	500.00
0000227 CITY OF SAN BRUNO	197509	5/2/2022	1,104.45
0109639 CLAREMONT BEHAVIORAL SVCS,INC.	197510	5/2/2022	753.75
0000508 CLEARLITE TROPHIES	197511	5/2/2022	25.00
0099376 COTTON CANDY EXPRESS MUSIC	197512	5/2/2022	1,000.00
0015857 COUNTY OF SAN MATEO	197513	5/2/2022	164.51
0109998 CPM ASSOCIATES, INC.	197514	5/2/2022	32,307.01
0110184 DAVID ALFRED BALAGUE	197490	5/2/2022	2,400.00
0093479 DEPARTMENT OF JUSTICE	197515	5/2/2022	1,866.00
0101178 DISCOUNT PLUMBING	197516	5/2/2022	6,000.00
0000046 EWING IRRIGATION PRODUCTS INC	197519	5/2/2022	1,082.65
0109510 FIRST ALARM	197520	5/2/2022	142.00
0109400 FLEETROCK, LLC	197521	5/2/2022	1,000.00
0018117 FLYERS ENERGY, LLC	197522	5/2/2022	19,093.79
0107011 FRANK J. BIANCHI	197494	5/2/2022	702.00
0109776 FRESH LINE PRODUCE	197525	5/2/2022	698.10
0108388 FUN EXPRESS LLC	197526	5/2/2022	93.06
0110019 GIBBONS & CONLEY	197528	5/2/2022	2,570.40
0104135 GLOBAL TRACKING COMMUNICATIONS, INC.	197587	5/2/2022	24.99
0095966 GREAT AMERICA FINANCIAL SVC.	197529	5/2/2022	276.89

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0109502 HAULAWAY STORAGE CONTAINERS, INC.	197580	5/2/2022	255.36
0106402 INTELLISITE LLC	197530	5/2/2022	3,060.00
0105961 JEFF FYFE	197527	5/2/2022	110.75
0109931 JESSICA JIMENEZ	197531	5/2/2022	110.75
0000075 K-119 TOOLS OF CALIFORNIA INC.	197532	5/2/2022	69.76
0017661 KATHY M SCHMIDT	197569	5/2/2022	767.70
0000132 KELLY-MOORE PAINT CO INC.	197534	5/2/2022	390.45
0014262 LC ACTION POLICE SUPPLY	197535	5/2/2022	19,851.56
0017435 LECH AUTO AIR CONDITIONING	197536	5/2/2022	683.00
0017570 LEHR AUTO ELECTRIC	197537	5/2/2022	432.74
0018777 LEXISNEXIS RISK DATA MANAGEMENT	197562	5/2/2022	496.75
0109978 LINDE GAS & EQUIPMENT INC.	197538	5/2/2022	176.28
0110023 LOS ANGELES COUNTY REGIONAL TRAINING CTR(L	197558	5/2/2022	3,996.00
0109532 MATRIX HG, INC.	197539	5/2/2022	2,082.00
0106236 MAZE & ASSOCIATES	197540	5/2/2022	3,981.00
0092285 MICROMARKETING LLC	197541	5/2/2022	48.74
0001709 MILLBRAE LOCK	197542	5/2/2022	12.00
0000357 NATIONAL CABLE TV CO-OP, INC.	197543	5/2/2022	736.79
0092263 OFFICE DEPOT INC	197544	5/2/2022	155.67
0105812 OLIVER REICH	197559	5/2/2022	80.00
0097567 ONE HOUR DRY CLEANING	197545	5/2/2022	271.50
0000012 PACIFIC GAS & ELECTRIC	197546	5/2/2022	438.29
0106110 PACIFIC OFFICE AUTOMATION	197547	5/2/2022	1,665.42
0106829 PACIFIC OFFICE AUTOMATION INC.	197548	5/2/2022	283.48
0109463 PENINSULA REGISTRATION SVCS	197550	5/2/2022	924.00
0098995 PENINSULA TRANSMISSION	197551	5/2/2022	7,403.84
0014961 PENINSULA UNIFORMS & EQUIPMENT	197552	5/2/2022	6,993.78
0108589 PERFORMANCE FOODSERVICE-LEDYARD	197524	5/2/2022	1,173.59
0098436 PROFESSIONAL LAND SERVICES	197553	5/2/2022	3,960.00
0018801 PROFORCE LAW ENFORCEMENT	197554	5/2/2022	104,951.87
0097558 PURCHASE POWER	197556	5/2/2022	301.50
0016851 QUALITY TUNE-UP SHOPS	197557	5/2/2022	164.96
0103531 RICOH USA, INC.	197560	5/2/2022	407.29
0103531 RICOH USA, INC.	197561	5/2/2022	651.88
0109609 RIMPLE PAUL	197549	5/2/2022	148.01
0106070 SAFETY-KLEEN SYSTEMS, INC.	197564	5/2/2022	536.78
0097941 SAN BRUNO DEVELOPMENT LLC	197565	5/2/2022	227,883.11
0016774 SAN DIEGO POLICE EQUIPMENT CO.	197566	5/2/2022	8,195.03
0099047 SAN MATEO CTY SHERIFF'S OFFICE	197567	5/2/2022	1,723.00
0017145 SAN MATEO LAWN MOWER SHOP	197568	5/2/2022	39.60
0018461 SERRAMONTE FORD, INC.	197570	5/2/2022	1,527.69
0097890 SF UNDERGROUND, INC.	197571	5/2/2022	3,000.00
0103732 SFO MEDICAL CLINIC	197572	5/2/2022	1,143.00
0097626 SHARP ELECTRONICS CORP.	197573	5/2/2022	321.56
0110024 SHAW HR CONSULTING, INC.	197574	5/2/2022	700.00
0018962 SHOE DEPOT INC.	197575	5/2/2022	408.46
0104548 SLOAN SAKAI YEUNG & WONG LLP	197576	5/2/2022	17,914.00
0017508 SOUTH CITY LUMBER AND SUPPLY	197577	5/2/2022	410.84
0097079 SPRINT	197578	5/2/2022	15.00
0106866 STEPHEN KADASH	197533	5/2/2022	390.00
0000801 STEWART AUTOMOTIVE GROUP	197579	5/2/2022	352.89
0105796 SUNRISE FOOD DISTRIBUTOR INC.	197581	5/2/2022	602.16
0017016 SUPERCO SPECIALTY PRODUCTS	197582	5/2/2022	283.91
0110126 TANFORAN ASSEMBLY CENTER MEMORIAL COMMI	197505	5/2/2022	50,000.00

Document group: komalley Bank: apbank 432000438

Vendor Code & Name	Check #	Check Date	Amount
0002025 TELECOMMUNICATIONS ENGINEERING ASSOCIATE	197518	5/2/2022	3,342.00
0108402 THE HOME DEPOT PRO	197584	5/2/2022	1,746.95
0097449 TK ELEVATOR CORPORATION	197585	5/2/2022	491.78
0000831 TONER CARTRIDGE&INKJET EXPRESS	197586	5/2/2022	416.52
0106660 TRIDENT K9 CONSULTING INC.	197588	5/2/2022	900.00
0109746 TWINING, INC.	197589	5/2/2022	86.63
0108413 UNITED CALIFORNIA FIRE PROTECTION	197502	5/2/2022	1,052.00
0102744 UNIVERSAL BUILDING SERVICES	197590	5/2/2022	672.00
0105133 UTILITY TELECOM, INC.	197591	5/2/2022	217.98
0095749 VERIZON WIRELESS	197592	5/2/2022	3,203.07
0013841 WITMER-TYSON IMPORTS INC	197593	5/2/2022	2,043.10
0018034 WIZARD PLUMBING AND DRAIN, INC	197594	5/2/2022	3,000.00
0109476 WORLDPAK INC	197595	5/2/2022	1,497.67
		<b>GrandTotal:</b>	<b>673,823.95</b>
		<b>Total count:</b>	<b>120</b>



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** May 10, 2022

**TO:** Honorable Mayor and Members of the City Council

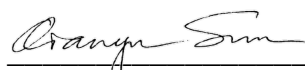
**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Benjie Lin, Management Analyst

**SUBJECT:** Payroll Acceptance

City Council acceptance of the City payroll distributed April 29, 2022 is recommended. The Labor Summary report reflecting the total payroll amount of \$1,610,698.04 for bi-weekly pay period ending April 24, 2022 by fund is shown below:

Fund	Amount
Fund: 001 - GENERAL FUND	\$1,155,502.12
Fund: 006 - AMERICAN RESCUE PLAN ACT	80,032.27
Fund: 121 - FEDERAL/STATE GRANTS	1,266.97
Fund: 122 - SOLID WASTE/RECYCL.	2,055.16
Fund: 132 - AGENCY ON AGING	937.54
Fund: 137 - DEVELOPER PROJECT CONTRIBUTIONS	11,308.83
Fund: 201 - PARKS AND FACILITIES CAPITAL	1,478.70
Fund: 203 - STREET IMPROVE. PROJECTS	8,045.63
Fund: 611 - WATER FUND	85,981.39
Fund: 621 - STORMWATER FUND	28,173.59
Fund: 631 - WASTEWATER FUND	81,146.08
Fund: 641 - CITYNET SERVICES FUND	88,581.26
Fund: 701 - CENTRAL GARAGE	9,623.30
Fund: 702 - FACILITY MAINT.FUND	29,392.24
Fund: 707 - TECHNOLOGY DEVELOPMENT	20,036.75
Fund: 711 - SELF INSURANCE	7,136.21
<b>Total:</b>	<b>\$1,610,698.04</b>

  
Qianyu Sun, Finance Director

05/02/2022  
Date



**City Council Agenda Item  
Staff Report**

CITY OF SAN BRUNO

**DATE:** May 10, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Qianyu Sun, Finance Director

**PREPARED BY:** Esther Garibay-Fernandes, Financial Services Manager

**SUBJECT:** Monthly Investment Report – March 2022

The table below summarizes the investment portfolio's total book value by Investment type.

<b>Investment Type</b>	<b>Total Book Value</b>
TriCounties Bank	\$15,059,860
Local Agency Investment Fund	25,584,949
San Mateo County Pool	26,724,057
Government Agency Investments	68,614,997
Municipal Bonds	26,337,666
Certificate of Deposit	500,000
Money Market Investments	33,817
<b>Total Investments</b>	<b>\$162,855,347</b>

Respectfully submitted,

  
\_\_\_\_\_  
Finance Director

4/18/2022  
\_\_\_\_\_  
Date





City of San Bruno  
567 El Camino Real  
San Bruno, CA 94066

**CITY OF SAN BRUNO**  
**Portfolio Summary**  
**March 31, 2022**

Investments	Coupon Rate	CUSIP	Book Value	Market Value	YTM	Maturity Date	% of Portfolio
<b>Short Term Investments</b>							
TriCounties Bank Cash Balance			15,059,860	15,059,860	0.00%	N/A	9%
<b>Pooled Investments</b>							
Local Agency Investment Fund			22,293,539	22,293,539	0.37%	NA	14%
Glenview Fire Local Agency Investment Fund			3,291,410	3,291,410	0.37%	NA	2%
<b>Total LAIF</b>			<b>25,584,949</b>	<b>25,584,949</b>			<b>16%</b>
San Mateo County Pool			26,724,057	26,724,057	0.90%		16%
<b>Money Market Investments</b>							
U.S. Government Money Market		31846V567	33,817	33,817	0.02%	NA	0%
<b>Total Money Market Investments</b>			<b>33,817</b>	<b>33,817</b>			
<b>Certificate of Deposit</b>							
Morgan Stanley Bank Brokered CD	1.95%	61690UPF1	250,000	247,065	1.84%	November 29, 2024	0.15%
Morgan Stanley Private Bank Brokered CD	1.90%	61760A3L1	250,000	246,745	1.80%	November 29, 2024	0.15%
<b>Total Certificate of Deposit</b>			<b>500,000</b>	<b>493,810</b>			<b>0%</b>
<b>Total Short Term Investments</b>			<b>67,902,684</b>	<b>67,896,494</b>			
<b>Municipal Bonds</b>							
San Francisco Ca City/County Pub Util	0.50%	79771FAW7	1,631,308	1,593,621	0.78%	November 1, 2023	1%
Riverside Community College Non-Callable GO	3.61%	76886PFF5	1,080,380	1,022,320	0.70%	August 1, 2024	1%
California St Univ Revenue Txbl Ref Ser B	2.18%	13077DHM7	1,547,193	1,495,604	1.51%	November 1, 2024	1%
California St Federally Taxable Var	3.38%	13063DGB8	1,105,910	1,022,173	0.69%	April 1, 2025	1%
California St Federally Taxable Var	3.38%	13063DGB8	1,466,885	1,355,815	0.65%	April 1, 2025	1%
University Calif Revs Taxable Gen Bds	0.88%	91412HGE7	1,513,455	1,409,925	0.65%	May 15, 2025	1%
Los Angeles Calif Comm Coll Dist GOB Unlimited Tax	0.77%	54438CYK2	2,000,000	1,875,920	0.77%	August 1, 2025	1%
California St Univ Revenue	0.89%	13077DML3	1,459,170	1,392,420	1.64%	November 1, 2025	1%
California St Taxable Various GOB	2.65%	13063DMA3	1,068,690	995,310	1.07%	April 1, 2026	1%
Pasadena USD non-callable GOB	2.07%	702282QD9	1,043,920	975,130	1.09%	May 1, 2026	1%
Los Angeles Unified SD non-callable	1.46%	544547FC9	2,009,340	1,878,180	1.35%	July 1, 2026	1%
Southern California St Public Pwr Auth	1.26%	842475P82	1,555,751	1,493,885	1.77%	July 1, 2026	1%
San Jose CA Redev Agy Successor Agy Tax Allocation	3.18%	798170AJ5	1,405,984	1,332,379	1.51%	August 1, 2026	1%
San Jose CA Redev Agy Successor Agy Tax Allocation	3.18%	798170AJ5	1,223,083	1,159,054	2.09%	August 1, 2026	1%
Cupertino UHSD Taxable non-callable GOB	2.15%	231237P28	1,057,240	976,040	0.96%	August 1, 2026	1%
Santa Monica CCD taxable non-callable GOB	1.04%	802385RR7	755,235	694,350	0.90%	August 1, 2026	0%
Los Angeles Calif Comm Coll Dist GOB Unlimited Tax	1.17%	54438CYL0	998,010	935,330	1.22%	August 1, 2026	1%
San Dieguito CA Union High Sch Dist	1.86%	797508HF8	987,050	964,290	2.17%	August 1, 2026	1%
California St Taxable BID non-callable	2.38%	13063DRD2	736,400	690,699	1.28%	October 1, 2026	0%
California St Taxable BID non-callable	2.38%	13063DRD2	743,022	696,910	1.37%	October 1, 2026	0%
California St Univ Revenue	1.14%	13077DQE5	949,640	914,670	1.14%	November 1, 2026	1%
<b>Total Municipal Bonds Investments</b>			<b>26,337,666</b>	<b>24,874,024</b>			<b>16%</b>



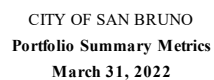
City of San Bruno  
567 El Camino Real  
San Bruno, CA 94066

**CITY OF SAN BRUNO**  
**Portfolio Summary**  
**March 31, 2022**

Investments	Coupon Rate	CUSIP	Book Value	Market Value	YTM	Maturity Date	% of Portfolio
<b>US Treasuries &amp; Agencies</b>							
U.S. Treasury Notes (WIT)	0.50%	91282CDM0	999,398	971,990	0.53%	November 30, 2023	1%
U.S. Treasury Notes	0.88%	91282CDV0	1,972,344	1,949,060	1.59%	January 31, 2024	1%
U.S. Treasury Notes	0.13%	91282CBM2	1,957,031	1,920,540	1.20%	February 15, 2024	1%
U.S. Treasury Notes	0.25%	91282CBR1	1,963,906	1,921,260	1.10%	March 15, 2024	1%
U.S. Treasury Notes	2.25%	912826R6	1,541,836	1,496,010	1.02%	April 30, 2024	1%
U.S. Treasury Notes	2.00%	91282XT2	1,542,656	1,487,340	0.82%	May 31, 2024	1%
U.S. Treasury Notes	1.75%	912826Z8	1,536,680	1,478,325	0.77%	June 30, 2024	1%
U.S. Treasury Notes	0.38%	91282CCL3	1,981,406	1,908,900	0.73%	July 15, 2024	1%
U.S. Treasury Notes	1.25%	91282YE4	1,013,750	971,680	0.75%	August 31, 2024	1%
U.S. Treasury Notes	0.38%	91282CCX7	1,991,563	1,900,080	0.52%	September 15, 2024	1%
U.S. Treasury Notes	1.50%	91282YME6	3,611,016	3,414,705	0.54%	October 31, 2024	2%
U.S. Treasury Notes	2.25%	91282G38	2,115,000	1,987,580	0.53%	November 15, 2024	1%
U.S. Treasury Notes	1.75%	91282YY0	2,081,563	1,959,840	0.58%	December 31, 2024	1%
U.S. Treasury Notes	1.38%	91282Z52	2,055,313	1,938,440	0.60%	January 31, 2025	1%
U.S. Treasury Notes	1.13%	91282ZC7	2,036,016	1,922,580	0.63%	February 28, 2025	1%
U.S. Treasury Notes	0.50%	91282ZF0	1,989,219	1,884,140	0.64%	March 31, 2025	1%
U.S. Treasury Notes	0.25%	91282ZW3	1,963,750	1,858,040	0.71%	June 30, 2025	1%
U.S. Treasury Notes	0.25%	91282CAB7	1,305,746	1,228,421	0.60%	July 31, 2025	1%
U.S. Treasury Notes	0.25%	91282CAJ0	1,958,750	1,850,460	0.75%	August 31, 2025	1%
U.S. Treasury Notes	0.25%	91282CAM3	1,967,446	1,847,500	0.63%	September 30, 2025	1%
U.S. Treasury Notes	0.26%	91282CAT8	1,465,547	1,382,985	0.76%	October 31, 2025	1%
U.S. Treasury Notes	0.38%	91282CAZ4	1,962,891	1,849,060	0.78%	November 30, 2025	1%
U.S. Treasury Notes	0.38%	91282CBC4	1,971,878	1,846,800	0.69%	December 31, 2025	1%
U.S. Treasury Notes	0.38%	91282CBH3	970,234	921,370	1.10%	January 31, 2026	1%
U.S. Treasury Notes	1.57%	91282BP46	2,075,391	1,933,280	0.84%	February 15, 2026	1%
U.S. Treasury Notes	0.51%	91282CBQ3	1,966,172	1,849,060	0.85%	February 28, 2026	1%
U.S. Treasury Notes	0.75%	91282CBT7	1,884,859	1,771,826	0.91%	March 31, 2026	1%
U.S. Treasury Notes	0.75%	91282CBW0	1,987,813	1,862,820	0.88%	April 30, 2026	1%
U.S. Treasury Notes	1.63%	91282BR36	1,456,000	1,350,832	0.80%	May 15, 2026	1%
Federal Home Loan Bank	0.88%	3130AN4T4	1,148,747	1,074,353	0.90%	June 12, 2026	1%
U.S. Treasury Notes	0.63%	91282CCP4	992,773	922,730	0.77%	July 31, 2026	1%
U.S. Treasury Notes	0.75%	91282CCW9	1,997,813	1,853,680	0.77%	August 31, 2026	1%
U.S. Treasury Notes	1.63%	91282BYG9	1,034,219	962,850	0.92%	September 30, 2026	1%
U.S. Treasury Notes (WIT)	0.88%	91282CCZ2	997,227	930,820	0.93%	September 30, 2026	1%
U.S. Treasury Notes (WIT)	1.13%	91282CDG3	995,391	940,169	1.22%	October 31, 2026	1%
U.S. Treasury Notes (WIT)	1.13%	91282CDG3	996,367	941,091	1.20%	October 31, 2026	1%
U.S. Treasury Notes (WIT)	1.25%	91282CDK4	1,501,684	1,419,195	1.23%	November 30, 2026	1%
U.S. Treasury Notes	1.25%	91282CDQ1	1,647,422	1,558,937	1.28%	December 31, 2026	1%
U.S. Treasury Notes	1.25%	91282Z78	1,995,685	1,911,260	1.55%	January 31, 2027	1%
U.S. Treasury Notes	1.88%	91282CEC1	1,982,500	1,946,400	2.06%	February 28, 2027	1%
<b>Total U.S. Treasuries &amp; Agencies</b>			<b>68,614,997</b>	<b>65,126,408</b>			<b>42%</b>
<b>TOTAL PORTFOLIO</b>			<b>162,855,347</b>	<b>157,896,926</b>	<b>0.775%</b>		<b>100%</b>
<b>TOTAL INVESTMENTS, EXCLUDING BANK BALANCE</b>			<b>147,795,487</b>	<b>142,837,066</b>	<b>0.854%</b>		

There is adequate cash flow and maturity of investments to meet the City's needs for the next six months.

Prepared By:  4/18/2022  
Reviewed By:  4/18/2022



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## Cash and Investments Report

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5/4/2022 6:12:56PM

Through period: 9

City of San Bruno

Through March 2022

		Cash	Investments	Fund Total
001	GENERAL FUND	13,098,740.98	57,275.72	13,156,016.70
002	GENERAL FUND RESERVE	11,640,517.62	0.00	11,640,517.62
003	ONE-TIME REVENUE	1,238,661.72	0.00	1,238,661.72
004	CAP IMPROV/ONE-TIME INITIATIVE RSRV	9,224,573.49	0.00	9,224,573.49
005	MEASURE G DISTRICT SALES TAX	3,187,830.15	0.00	3,187,830.15
006	AMERICAN RESCUE PLAN ACT	2,903,571.46	0.00	2,903,571.46
101	GAS TAX	1,577,698.60	0.00	1,577,698.60
102	MEASURE A TRANSPORTATION TAX	2,040,088.31	0.00	2,040,088.31
103	STREET SPECIAL REVENUE	183,504.09	0.00	183,504.09
104	MEASURE W TRANSPORTATION TAX	830,617.91	0.00	830,617.91
111	POLICE ASSET FORFEITURE	461,330.34	0.00	461,330.34
113	POLICE SPECIAL REVENUE	178,753.98	0.00	178,753.98
121	FEDERAL/STATE GRANTS	(39,478.91)	0.00	(39,478.91)
122	SOLID WASTE/RECYCL.	318,318.23	0.00	318,318.23
130	IMPACT FEES	142,521.22	0.00	142,521.22
131	IN-LIEU FEES	7,250,093.59	0.00	7,250,093.59
132	AGENCY ON AGING	106,206.13	0.00	106,206.13
133	RESTRICTED REVENUES	2,609,249.57	0.00	2,609,249.57
136	EMERGENCY DISASTER RESERVE	2,781,399.46	0.00	2,781,399.46
137	DEVELOPER PROJECT CONTRIBUTIONS	769,437.19	0.00	769,437.19
140	DEVELOPER IN-LIEU UNDERGROUNDING	75,000.00	0.00	75,000.00
151	SUCCESSOR AGENCY TO THE SB RDA - OPS	0.00	0.00	0.00
152	CITY OF SB AS SUCCESSOR HOUSING AGENC	700,648.55	0.00	700,648.55
153	RDA OBLIGATION RETIREMENT FUND	2,282,721.30	4.95	2,282,726.25
190	DISASTER RECOVERY FUND	913,260.44	0.00	913,260.44
201	PARKS AND FACILITIES CAPITAL	6,118,750.75	0.00	6,118,750.75
203	STREET IMPROVE. PROJECTS	4,398,680.59	0.00	4,398,680.59
207	TECHNOLOGY CAPITAL	412,330.82	0.00	412,330.82
302	LEASE DEBT SERVICE	414,269.54	0.22	414,269.76
611	WATER FUND	47,147,186.29	71.56	47,147,257.85
621	STORMWATER FUND	524,646.36	0.00	524,646.36
631	WASTEWATER FUND	46,847,085.20	59,343.88	46,906,429.08
641	CITYNET SERVICES FUND	(15,330,651.36)	0.00	(15,330,651.36)
701	CENTRAL GARAGE	195,783.33	0.00	195,783.33
702	FACILITY MAINT.FUND	642,807.51	0.00	642,807.51
703	GENERAL EQUIPMENT REVOLVING	3,876,807.07	0.00	3,876,807.07
707	TECHNOLOGY DEVELOPMENT	293,244.63	0.00	293,244.63
711	SELF INSURANCE	1,103,131.71	91,118.50	1,194,250.21
891	RECOLOGY SAN BRUNO	396,280.44	0.00	396,280.44
	<b>Grand Total:</b>	<b>161,515,618.30 *</b>	<b>207,814.83</b>	<b>161,723,433.13</b>

\* Reconciliation of Pooled Cash &amp; Investments to Portfolio Book Value

Investment Portfolio Value	147,795,486.27
Cash on hand - Checking Account	15,059,860.16
Payroll and Accounts Payable Outstanding Checks	(956,606.32)
Deposits in Transit	(383,121.81)
General Ledger Cash Balance as of March 31, 2022	161,515,618.30

Totals are through period: 9

Page: 1

Prepared By:

DocuSigned by:

5/4/2022

Reviewed By:

DocuSigned by:

5/4/2022

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## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

---

**DATE:** May 10, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan Grogan, City Manager

**PREPARED BY:** Tim Wallace, Community Svcs Superintendent

**SUBJECT:** Adopt Resolution Appropriating \$2,500 from the Restricted Revenues Fund, City Art Fund Fees for Sponsorship of a Community Day Chalk Art Activity

**BACKGROUND:** In past years, the Culture and Arts Commission, with approval from the City Council, has recommended City Art Funds be used to sponsor a children's art activity at Community Day in the Park. The last time the event was produced was in June 2019. With the return of **COMMUNITY DAY 2022**, Staff is seeking approval to use City Art Funds to host an art activity at the event.

**DISCUSSION:** After taking a two-year hiatus due to community events being shuttered in response to the COVID-19 pandemic, **COMMUNITY DAY 2022** will return to San Bruno on Sunday, June 5, 2022, from noon to 5:00 PM.

The impact from construction of the new Recreation and Aquatic Center has presented an opportunity to transform the event into a street fair celebration. This year, the event format will change substantially as the location moves from City Park to San Mateo Avenue.

The event has been reimagined to celebrate the rich diversity of the City. Entertainment will include a main stage at Centennial Plaza showcasing a tapestry of cultural dance performances including Polynesian dance and music, ballet folklorico, and taiko drummers. Rather than bring in food vendors, Staff is assembling a food map that highlights the diversity of global cuisine on the Avenue, connecting event patrons to the many cultures that reside here.

The event will continue to provide opportunities for participation, volunteering, and encourage involvement by providing activities that will engage patrons of all ages.

The arts experience will also change to allow an opportunity for local creatives to host a community art experience. A group of five artists from Tanforan will be hosting a street chalk activity throughout the day. Each artist will create a unique chalk artwork on the Avenue and will also facilitate an interactive activity where participants of all ages can create their own chalk art. This year's creative activity will support local professional artists in addition to funding the supplies and materials required for all event patrons to participate in the creative process.

All event attractions located on the Avenue will begin immediately following the conclusion of the Posy Parade, that is scheduled to step off at 11:00 AM. Please see Attachment 1: 2022 COMMUNITY DAY Program Description for a full list of activities planned for the event.

**FISCAL IMPACT:** Staff is seeking a not to exceed an amount of \$2,500 from the City Art Fund to support this event. This funding will support artist stipends for facilitating the activity during the 5-hour event. The funding will also cover the cost of supplies and materials.

Item	Estimate
Artist Facilitators (5 at \$250)	\$1,250
Chalks – Professional Grade	\$350
Chalks – General Use	\$650
Cleaning Products	\$250
<b>TOTAL</b>	<b>\$2,500</b>

**ENVIRONMENTAL IMPACT:** There is no environmental impact.

**RECOMMENDATION:** Adopt Resolution Appropriating \$2,500 from the Restricted Revenues Fund, City Art Fund Fees for Sponsorship of a Community Day Chalk Art Activity

**ALTERNATIVES:**

1. Do not approve the proposed activity

**ATTACHMENTS:**

1. 2022 COMMUNITY DAY program description
2. Resolution

# 2022 COMMUNITY DAY PROGRAM DESCRIPTION

*Sunday, June 5, 2022 • Noon – 5:00 PM • San Mateo Avenue*

After taking a two-year hiatus, the Community Services Department is planning for COMMUNITY DAY 2022! The event returns to San Bruno with a new location – San Mateo Avenue! The impact from construction of the new Recreation and Aquatic Facility has presented an opportunity to transform the event into a street fair celebration located in San Bruno’s downtown. Taking a note from its new location, the event has been reimagined to reflect the vibrant diversity of cultures that comprise the San Bruno community. The event concept plan includes:

- **GLOBAL CUISINE:** Rather than invite food vendors, a food map of the global cuisine offered by the many restaurants located on San Mateo Avenue will allow event attendees a selection of flavors from around the world.
- **CULTURALLY DIVERSE ENTERTAINMENT:** Entertainment will include a main stage showcasing a tapestry of cultural dance performances: – Polynesian dance and music, ballet folklórico, taiko drummers. A smaller stage will offer acoustic artists for those who want a more mellow experience.
- **ART BLOCK:** Local creatives will host street chalk drawing throughout the day. A group of artists from Tanforan, will be facilitating this activity so participants of all ages can engage with artists to create temporary works of chalk art on the Avenue.
- **KID’S ZONE:** We’re assembling a variety of inflatable obstacles, slides, and climbing wall – creating an activity area for kids big and small!
- **TOUCH A TRUCK:** We will have a group of awesome trucks from Public Works, Police, and Fire that will be on display and ready exploration!
- **THIS & THAT:** As you wander through the site you might also come across Cornhole or Minigolf or some other interactive activity!
- **COMMUNITY GROUP EXHIBITS:** Local non-profits and community groups like Crime Prevention Committee and Community Preparedness Committee will be on hand to provide information to the community. City Departments such as the Community Services, Community Development, Police, and Fire will also be on hand to make connections to the community we serve.

The event will be held on Sunday, June 5, 2022. Entertainment and Kid’s Zone activities will begin at noon. Street vendors and all other attractions located on the Avenue will also begin immediately following the conclusion of the Posy Parade.



RESOLUTION NO. 2022 - \_\_\_\_

**ADOPT RESOLUTION APPROPRIATING \$2,500 FROM THE RESTRICTED REVENUES  
FUND, CITY ART PROGRAM FEES FOR SPONSORSHIP OF A  
COMMUNITY DAY CHALK ART ACTIVITY**

**WHEREAS**, Community Day is returning on June 5, 2022 for the first time since 2019; and

**WHEREAS**, Due to construction at City Park, Community Day will be moving from City Park to San Mateo Avenue and will be reimangined to celebrate the diversity of San Bruno; and

**WHEREAS**, The arts experience will also be reimaged to include local artists creating chalk art and facilitating an interactive activity where participants of all ages can create their own chalk art; and

**WHEREAS**, The chalk art activity will support local professional artists and provide a unique opportunity for the community to enjoy creating art together; and

**WHEREAS**, Community Day will begin immediately following the conclusion of the Posy Parade which begins at 11:00 AM on Sunday, June 5, 2022.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby authorizes the appropriation of \$2,500 from the Restricted Revenues Fund, City Art Program Fees for the sponsorship of a Community Day Chalk Art Activity.

Dated: May 10, 2022

-o0o-

I, Vicky Hasha, Deputy City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 10th day of May, 2022 by the following vote:

AYES: Councilmembers: \_\_\_\_\_  
NOES: Councilmembers: \_\_\_\_\_  
ABSENT: Councilmembers: \_\_\_\_\_

ATTEST:

\_\_\_\_\_



Vicky Hasha, Deputy City Clerk



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

---

**DATE:** May 10, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Ann Mottola, Community Services Director

**SUBJECT:** Adopt Resolution Authorizing Temporary Road Closure of Various Streets in Conjunction with the 80th Annual Posy Parade and CommUNITY Day Event on San Mateo Avenue and Authorize Use of City Park Baseball Fields and Police Department Assistance with Traffic Control for the Lions Club 80th Annual Posy Parade.

**BACKGROUND:** On Sunday, June 5, 2022, the San Bruno Lions Club will be hosting the 80th Annual Posy Parade between 11:00 AM and 12:00 PM and the City of San Bruno will be hosting the CommUNITY Day event in its new location on San Mateo Avenue from 12:00 PM to 5:00 PM.

The Posy Parade will start on San Mateo Avenue at the intersection of Kains Avenue and conclude at San Mateo Avenue and El Camino Real. The San Bruno Lions Club will also host the annual baseball game between St. Roberts School and Parkside Middle School as Lions Field in City Park.

CommUNITY Day will be held on San Mateo Avenue immediately following the parade and will use the roadway for event activities. The new CommUNITY Day event format will include cultural entertainment, acoustical soloists, a food map of the restaurants on San Mateo Avenue, children's games, and activities such as inflatable obstacle course and a rock-climbing wall, a touch a truck area, and information tables and displays.

Pursuant to California Vehicle Code Section 21101, closure of certain roads in connection with these events is necessary for the safety and protection of people enjoying the parade and CommUNITY Day events.

**DISCUSSION:** To accommodate the Posy Parade, the roads listed below will be closed to vehicular traffic, except for those participating in the parade, on Sunday, June 5, 2022 between 9:00 AM and 1:00 PM:

1. Kains Avenue between El Camino Real and San Mateo Avenue
2. San Mateo Avenue between El Camino Real and Huntington Avenue
3. Jenevein Avenue between El Camino Real and San Mateo Avenue
4. Masson Avenue, Easton Avenue, Green Avenue and Hensley Avenue closed to through traffic between San Bruno Avenue and Kains Avenue and between Angus Avenue and Kains Avenue
5. Taylor Avenue between Mastick Avenue and El Camino Real

To accommodate the set-up and break-down of activities in conjunction with CommUNITY Day, the roads listed below will be closed to vehicular traffic, from 9:00 AM and 8:00 PM on Sunday, June 5, 2022:

1. San Mateo Avenue between El Camino Real and Huntington Avenue
2. Jenevein Avenue between El Camino Real and San Mateo Avenue

A Traffic Control Plan has been developed and coordinated with the Police and Fire Departments. All residents within the 500 square foot area San Mateo Avenue will be provided written notice of the road closure following City Council's approval. Information regarding road closures will also be provided to the community on Channel 1, the City's webpage, and other social media outlets.

**ENVIRONMENTAL IMPACT:** There is no environmental Impact.

**RECOMMENDATION:** Adopt resolution authorizing temporary road closure of various streets in conjunction with the 80th Annual Posy Parade and the CommUNITY Day event on San Mateo Avenue and authorize use of City Park Baseball Fields and Police Department Assistance with traffic control for the Lions Club 80th Annual Posy Parade.

**FISCAL IMPACT:** Closure of the road will be performed by City staff using existing staff resources and equipment. The estimated cost of the staff time based on past years staffing levels and analysis is \$4,058.

**ALTERNATIVES:** Do not approve the street closure.

1. Approve the road closure subject to additional conditions.

**ATTACHMENTS:** 1. Resolution

**RESOLUTION NO. 2022 – \_\_\_\_**

**ADOPT RESOLUTION AUTHORIZING TEMPORARY ROAD CLOSURE OF  
VARIOUS STREETS IN CONJUNCTION WITH THE 80TH ANNUAL POSY PARADE AND  
COMMUNITY DAY EVENT ON SAN MATEO AVENUE AND AUTHORIZING USE OF  
CITY PARK BASEBALL FIELDS AND POLICE DEPARTMENT ASSISTANCE WITH  
TRAFFIC CONTROL FOR THE LIONS CLUB 80TH ANNUAL POSY PARADE**

**WHEREAS**, the 80th Annual Posy Parade will be held on Sunday, June 5, 2022 for the approximate hours of 11:00 AM to 1:00 PM, on San Mateo Avenue between Kains Avenue and El Camino Real; and

**WHEREAS**, the City of San Bruno CommUNITY Day will be held on Sunday, June 5, 2022 from 12:00 PM and 5:00 PM on San Mateo Avenue between Kains Avenue and El Camino Real; and on Jenevein between El Camino Real and San Mateo Avenue; and

**WHEREAS**, the San Bruno City Council finds and declares, pursuant to California Vehicle Code Section 21101, that the closing of certain streets in connection with such parade and community event is necessary for the safety and protection of persons who are to use certain portions of such streets during such temporary closing; and

**WHEREAS**, the Posy Parade event includes activities at the City Park ball fields.

**NOW, THEREFORE BE IT RESOLVED**, by the San Bruno City Council that the following streets, numbered one through five below, or portions thereof shall be closed to vehicular traffic, except as to those units participating in such parade, on Sunday, June 5, 2022 between the hours of 9:00 AM and 1:00 PM; except under such circumstances in which the Chief of Police or his designated representative(s) or authorized personnel find that vehicular traffic may use such streets or portions thereof without interfering with the safety or functioning of the units participating in such parade.

1. Kains Avenue between El Camino Real and San Mateo Avenue
2. San Mateo Avenue between El Camino Real and Huntington Avenue
3. Jenevein Avenue between El Camino Real and San Mateo Avenue
4. Masson Avenue, Easton Avenue, Green Avenue and Hensley Avenue closed to through traffic between San Bruno Avenue and Kains Avenue and between Angus Avenue and Kains Avenue
5. Taylor Avenue between Mastick Avenue and El Camino Real; and

To accommodate the set-up and break-down of activities in conjunction with CommUNITY Day, the roads listed below will be closed to vehicular traffic, from 9:00 AM and 8:00 PM on Sunday, June 5, 2022:

1. San Mateo Avenue between El Camino Real and Huntington Avenue
2. Jenevein Avenue between El Camino Real and San Mateo Avenue; and

**BE IT FURTHER RESOLVED**, the City Council hereby authorizes the use of City Park ball fields and Police Department assistance with traffic control associated with the Posy Parade event.

Dated: May 10, 2022

ATTEST:

\_\_\_\_\_  
Vicky S. Hasha, Deputy City Clerk

---oOo---

I, Vicky S. Hasha, Deputy City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 10th day of May 2022 by the following vote:

AYES: Councilmembers: \_\_\_\_\_

NOES: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers: \_\_\_\_\_



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

---

**DATE:** May 10, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan Grogan, City Manager

**PREPARED BY:** Jennifer Dianos, Assistant to the City Manager

**SUBJECT:** Receive Written Update on the City's Response Efforts to COVID-19

**BACKGROUND:** This report is to provide an update on the City's response efforts to COVID-19, while the Emergency Operations Center (EOC) is activated. The information provided in this report is as of the time it was produced and may be subject to change.

**DISCUSSION:** San Mateo County Health provides regular COVID-19 data dashboards through their website, [smchealth.org](https://smchealth.org). San Mateo County Health reports as of Apr. 28, 2022, there were a total of 192 cases within the last 30 days in the City of San Bruno; and as of May 1, 2022, approximately 96.8% of San Bruno residents age 5+ are vaccinated. Additional statistics are attached to this report.

On February 16, 2022 the State of California lifted the indoor mask mandate that was in place at that time, for most, not all, indoor situations. Although the State's mandate was lifted, the City of San Bruno continued to require masks for all individuals (vaccinated or unvaccinated) in most public spaces when individual vaccination status could not be determined. Effective Monday, May 9, 2022, the City of San Bruno will amend its mask requirement to recommended use of masks for those that are not fully vaccinated while visiting public lobbies, the Library and other enclosed public spaces with the exception of the Senior Center. Masks will continue to be required at the San Bruno Senior Center.

The San Bruno Emergency Operations Center (EOC) continues to review City services and modifications, and there are no other operational modifications to report to the City Council.

San Bruno continues to partner with Curative to offer COVID-19 testing at Narita Plaza (between City Hall and the San Bruno Library). Appointments can be made at [cur.tv/Sanbruno](https://cur.tv/Sanbruno) or by calling 888-702-9042. Other County testing sites located throughout San Mateo County can be found at [smcgov.org/testing](https://smcgov.org/testing).

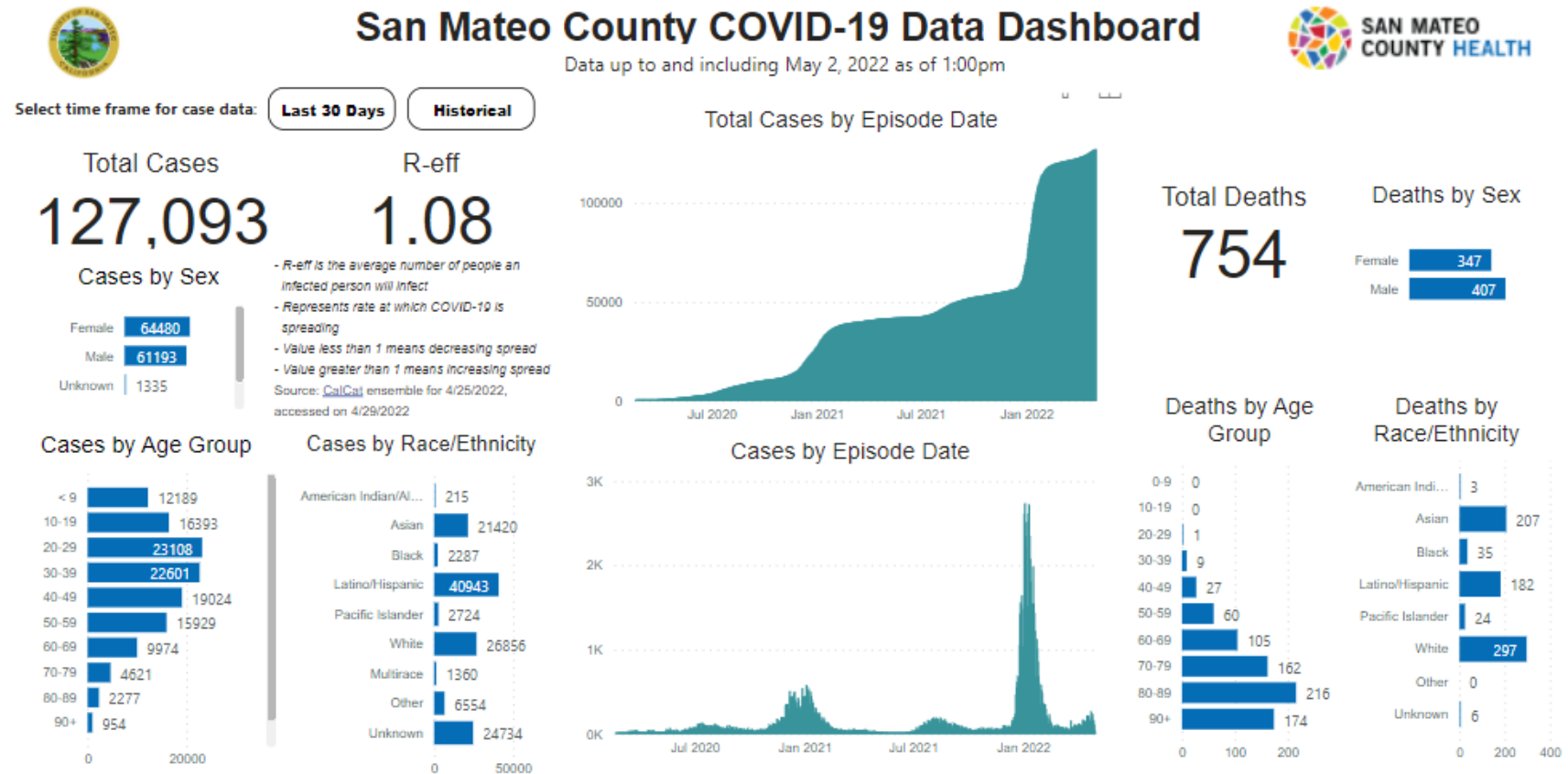
**FISCAL IMPACT:** There is no fiscal impact associated with this update.

**ENVIRONMENTAL IMPACT:** There is no environmental impact.

**RECOMMENDATION:** Receive Written Update on the City's Response Efforts to COVID-19

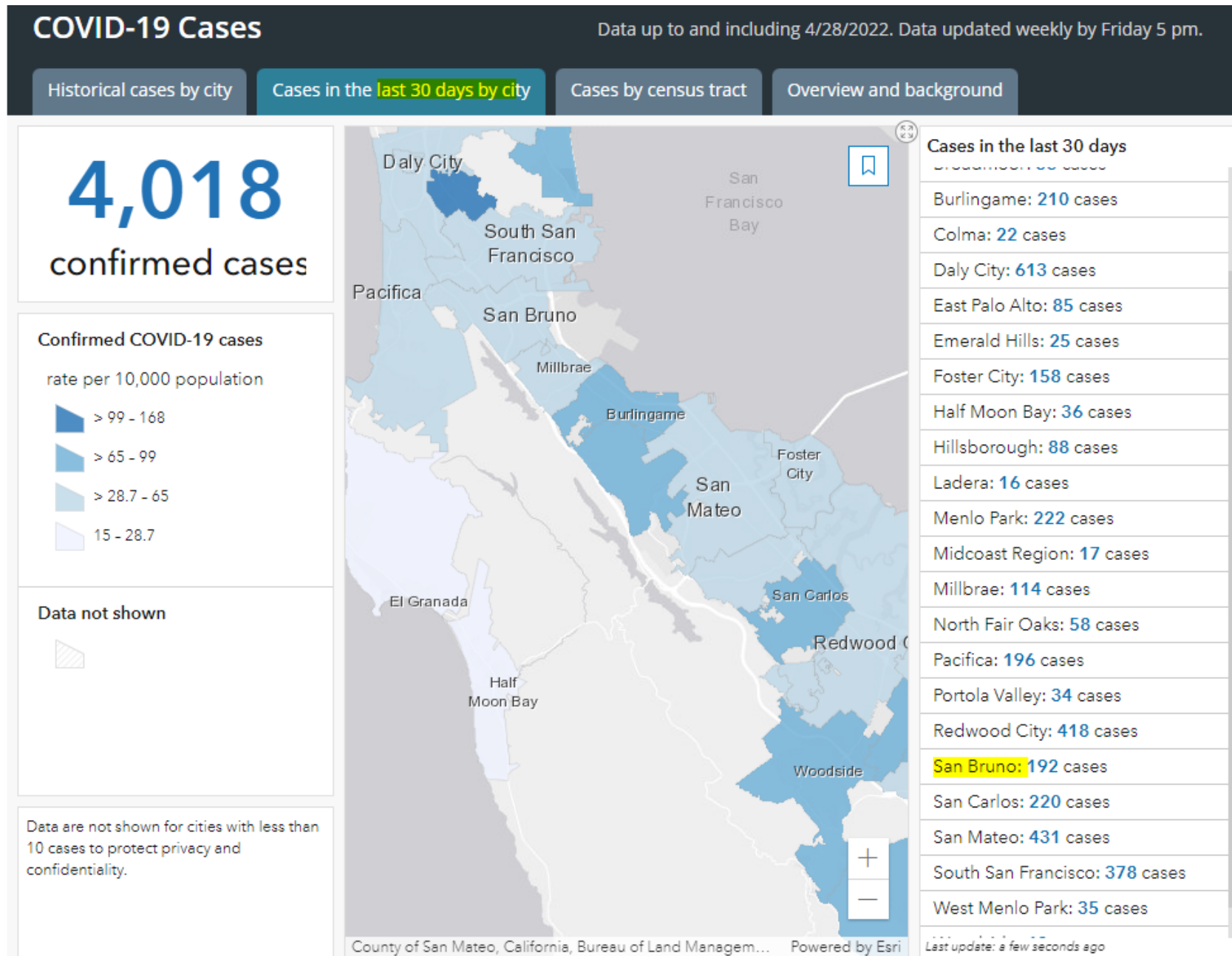
**ALTERNATIVES:** The City of San Bruno's Emergency Operations Center remains activated and there are no alternatives proposed at this time.

**ATTACHMENTS:** 1. San Mateo County Health Department COVID-19 Data Dashboard




Because of limited testing capacity, the number of cases detected through testing represents only a small portion of the total number of likely cases in the County. COVID-19 data are reported as timely, accurately, and completely as we have available. Data are updated as we receive information that is more complete and will change over time as we learn more. Cases are lab-confirmed COVID-19 cases reported to San Mateo County Public Health by providers, commercial laboratories, and academic laboratories, including reporting results through the California Reportable Disease Information Exchange. A lab-confirmed case is defined as detection of SARS-CoV-2 RNA in a clinical specimen using a molecular amplification detection test. Cases are counted by episode date; episode date is defined as the earliest of: case symptom onset date, sample collection date, date of laboratory result, or date of death. Deaths reported in this dashboard include only San Mateo County residents; death data last updated April 28, 2022.



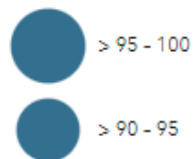


# COVID 19 Vaccinations of San Mateo County Residents as of 5/1/2022

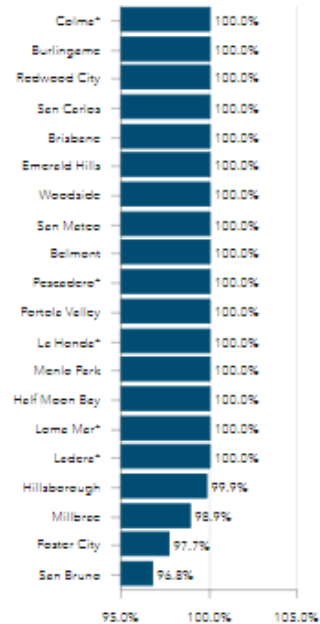
 **697,471**  
Individuals with at least 1 dose

## COVID 19 Vaccinations

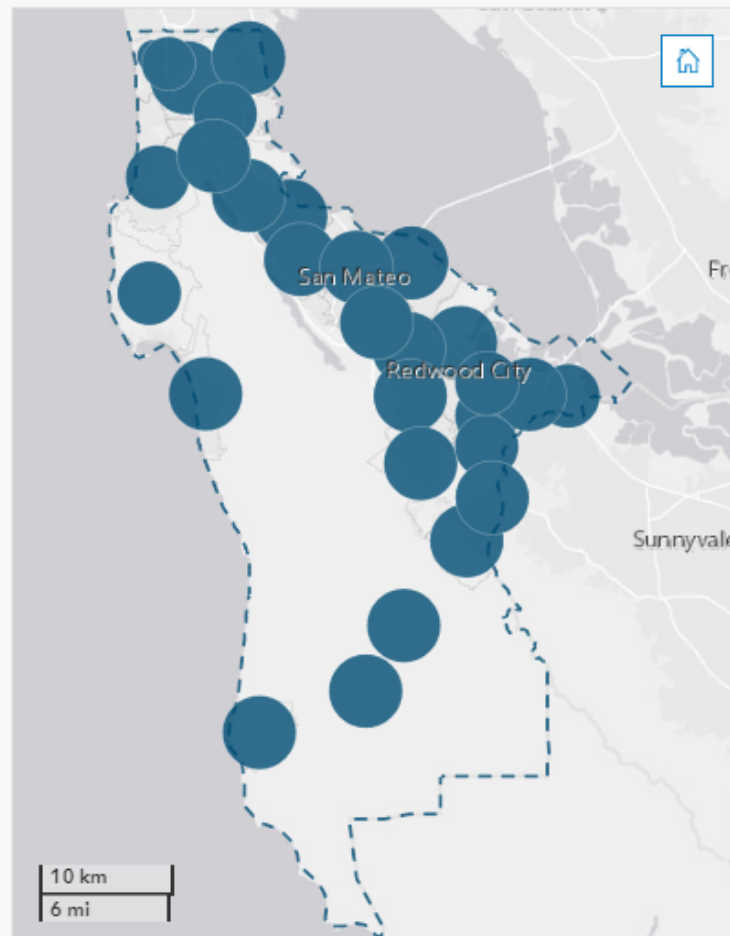
### %5+ Vaccinated



### Top 20 Vaccinated Cities (%5+ Vaccinated)



Vaccinations by city are calculated by geocoding and aggregating self-reported addresses by city or town. In instances where geocoding is not possible (due to missing street addresses), counts of self-reported city of residence are aggregated with counts of geocoded addresses. Vaccinations with addresses that are not successfully geocoded or where city of residence is missing cannot be assigned to a corresponding city. For geographies with smaller populations, such as Pescadero, there is some likely inaccuracy in calculated vaccination rates due to geocoding errors and instability of vaccination counts and population counts. Please interpret this map with caution.



### %5+ Vaccinated

Emerald Hills:	100.0%
Foster City:	97.7%
Half Moon Bay:	100.0%
Hillsborough:	99.9%
La Honda*:	100.0%
Ladera*:	100.0%
Loma Mar*:	100.0%
Menlo Park:	100.0%
Midcoast Region:	90.9%
Millbrae:	98.9%
North Fair Oaks:	93.3%
Pacifica:	91.3%
Pescadero*:	100.0%
Portola Valley:	100.0%
Redwood City:	100.0%
San Bruno:	96.8%
San Carlos:	100.0%
San Mateo:	100.0%
South San Francisco:	92.0%

[Click here for vaccination rates for 10+, 16+, and 65+](#)

\*Population estimates are less precise for towns with small populations. The vaccine eligible population may be higher or lower than the ACS estimate.

County Population 5+ years: 735,951

Note

About

Total Individuals Vaccinated  
**697,471**  
as of  
5/1/2022

County Population: 774,990  
County Population 5+ years: 735,951  
%5+ years Vaccinated: 94.8%  
County Population 12+ years: 672,183  
%12+ years Vaccinated: 97.3%

Date Administered

from

8/1/2020

5/1/2022

Individuals Who Completed  
Vaccination Series

**647,240**

% Completed Vaccination Series



Total Vaccine Doses Administered

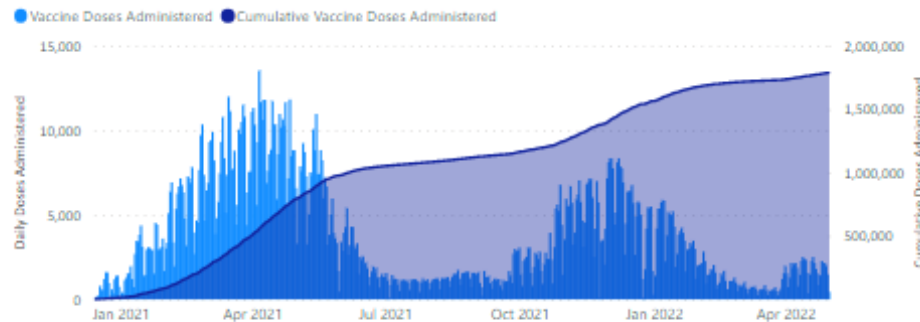
**1,788,823**

Vaccinations administered as part of federal health care organizations or programs such as the Department of Veterans Affairs (VA) report to federal immunization systems, may not report into CAIR2, and may not be included in vaccination numbers on the dashboard.

## COVID 19 Vaccinations of San Mateo County Residents

Vaccinations for San Mateo County residents are reported to SMC Public Health via the California Immunization Registry (CAIR2). COVID-19 vaccine administration data are reported as timely, accurately, and completely as data become available. Previous data will change as new and updated data are received.

### Vaccine Doses Administered by Date

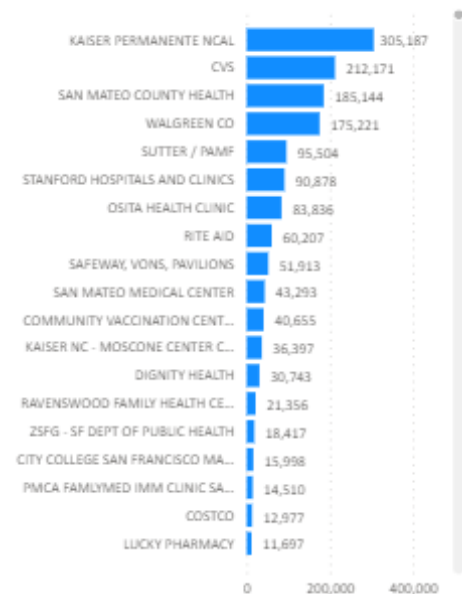


Note: Vaccine Doses Administered by Date includes any doses administered to residents.

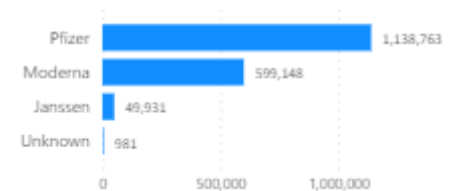
### Vaccine Series Completed and Additional/Booster Doses by Date

Note: Vaccination Series Completed represents those who have received the second dose of a two dose vaccine (Pfizer and Moderna) and those who have received one dose of a single dose vaccine (Janssen). Additional/Booster Doses include additional doses for immunocompromised individuals and booster doses. Data for boosters and vaccination of 5-11 year olds are preliminary and subject to revision.

### Vaccines Administered By



### Vaccines Administered





## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

---

**DATE:** May 10, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan Grogan, City Manager

**PREPARED BY:** Jennifer Dianos, Assistant to the City Manager

**SUBJECT:** Adopt Resolution Declaring the Continued State of Local Emergency and Need for the City Council and Other Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361

**BACKGROUND:** On March 4, 2020, State of California Governor Gavin Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19.

On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct meetings telephonically or by other means. Additionally, the State implemented a shelter-at-home order, requiring all nonessential personnel to work from home.

In response to the Executive Order, City of San Bruno staff created Zoom accounts for various departments and underwent training to ensure that City Council meetings could continue safely for the City Council members, City staff, and members of the public. The City Council has conducted virtual meetings since April 2020 and the City's Commissions, Boards and Committees began meeting virtually in June 2020. The usage for Zoom for public meetings has allowed the City to ensure the public's continued access to government meetings while also ensuring the public's safety.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for agencies to transition back to public meetings held in full compliance with the Ralph M. Brown Act. Since Executive Order N-08-21 was enacted, various COVID-19 variants have emerged, which has resulted in an increase or steady amount of confirmed COVID-19 cases throughout San Mateo County. Taking these factors into account, the City of San Bruno has continued its public meetings in the virtual setting and wishes to maintain this format to preserve the health and safety of its staff, elected officials and constituents.

AB 361 was signed into law by the Governor on September 16, 2021, went into effect immediately as urgency legislation (codified under Government Code § 54953), and allows local legislative bodies to continue to meet remotely beyond the current executive order's expiration of September 30, 2021, in any of the following circumstances:

- The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees. (Government Code § 54953(e)(1)(A)-(C).)

On February 17, 2022, Governor Gavin Newsom lifted several states of emergency that were in place in California but kept the state of emergency for COVID-19 intact.

**DISCUSSION:** City staff have reviewed the provisions as detailed in AB 361, signed into law by Governor Newsom in September 2021, and determined the following findings can be made to meet the above provisions of AB 361:

- The State of California remains under the COVID-19 state of emergency proclaimed by the Governor pursuant to the California Emergency Services Act.
- The emergency continues to directly impact the ability of members to meet safely in person.

On October 26, 2021, during a regular meeting, the City Council adopted a resolution making necessary findings so that the City may continue to teleconference public meetings without adhering to all of the Brown Act's teleconferencing requirements, in order to ensure the health and safety of the public. The public has the ability to attend public meetings by teleconference accessibility via call-in option or an internet-based service option (via the Zoom Webinars platform). Meeting details, including the Zoom link and accessible phone numbers, are listed on the published agenda for each meeting. City staff provides access for public comment during the meeting by participants in the Zoom meeting or by phone in real time. Written public comments are also accepted by email, at [CityClerk@sanbruno.ca.gov](mailto:CityClerk@sanbruno.ca.gov), prior to the meetings, and as detailed on the published agenda.

The City of San Bruno has also made City Council meetings available on the City of San Bruno's YouTube channel and San Bruno CityNet Services' local Channel 1.

The City Council may continue to teleconference public meetings under AB 361 if the City Council makes findings every 30 days during the proclaimed state of emergency. AB 361 will sunset on January 1, 2024, or whenever the City Council returns to in-person meetings, whichever occurs first.

**FISCAL IMPACT:** There is no fiscal impact.

**ENVIRONMENTAL IMPACT:** There is no environmental impact and this action is not subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

**RECOMMENDATION:** Adopt Resolution Declaring the Continued State of Local Emergency and Need for the City Council and Other Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361

**ALTERNATIVES:** The City Council may choose to not adopt the resolution or adjust staff's findings; however, if a resolution is not adopted, the City may not be subject to the Brown Act exemptions that would be allowed under AB 361.

**ATTACHMENTS:** 1. Resolution  
2. Governor's Executive Order N-29-20  
3. Governor's Executive Order N-08-21  
4. AB 361

**RESOLUTION NO. 2022 - \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN BRUNO DECLARING  
THE CONTINUED STATE OF LOCAL EMERGENCY AND NEED FOR THE CITY  
COUNCIL AND OTHER CITY LEGISLATIVE BODIES SUBJECT TO THE RALPH M.  
BROWN ACT TO CONTINUE TO TELECONFERENCE IN ORDER TO ENSURE THE  
HEALTH AND SAFETY OF THE PUBLIC PURSUANT TO AB 361**

**WHEREAS**, on March 4, 2020, the Governor of California proclaimed a State of Emergency to exist in the State of California as a result of the threat of novel coronavirus disease 2019 (COVID-19); and

**WHEREAS**, on March 17, 2020, the Governor of California executed Executive Order N-29-20 which suspended and modified specified provisions in the Ralph M. Brown Act (Government Code Section § 54950 et seq.) and authorized local legislative bodies to hold public meetings via teleconferencing and to make public meeting accessible telephonically or otherwise electronically to all members of the public seeking to observe and address the local legislative body; and

**WHEREAS**, on June 11, 2021, the Governor of California executed Executive Order N-08-21 which extended the provisions of Executive Order N-29-20 concerning teleconference accommodations for public meetings through September 30, 2021; and

**WHEREAS**, the City of San Bruno, including its City Council and all other legislative bodies subject to the Ralph M. Brown Act ("Brown Act Bodies") have been holding meetings using teleconferencing and virtual meeting technology in an effort to help protect City officials, City staff and the public from COVID-19; and

**WHEREAS**, due to the increase or steady amount of confirmed COVID-19 cases throughout San Mateo County, the City remains cautious and concerned about the health and safety of all individuals who intend to attend public meetings of the City in person; and

**WHEREAS**, on September 16, 2021, the Governor of California signed into law Assembly Bill 361 (AB 361, Rivas) into law as an urgency measure that went into effect immediately; and

**WHEREAS**, AB 361 authorizes local legislative bodies to continue to conduct meetings using teleconferencing without complying with the Ralph M. Brown Act's standard teleconferencing requirements if certain conditions are met; and

**WHEREAS**, AB 361 requires local findings that meeting in person would present an imminent risk to the health and safety of attendees; and

**WHEREAS**, the City desires to continue conducting public meetings of its Brown Act Bodies using teleconferencing as authorized by AB 361.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN BRUNO  
RESOLVES AS FOLLOWS:**

1. The City Council hereby finds and determines that the foregoing recitals are true and correct; the recitals are hereby incorporated by reference into each of the findings as though fully set forth therein.
2. In compliance with AB 361, the City Council makes the following findings:
  - a. The City Council has reconsidered the circumstances of the state of emergency, and the state of emergency remains active; and
  - b. The state of emergency continues to directly impact the ability of the City's Brown Act Bodies, as well as staff and members of the public, to meet safely in person; and
3. Meetings of the City's Brown Act Bodies will continue to be conducted via teleconference, pursuant to AB 361.
4. This resolution will be effective upon adoption.

—oOo—

I hereby certify that foregoing Resolution No. 2022 - \_\_\_\_ was adopted by the San Bruno City Council at a regular meeting on May 10, 2022, by the following vote:

**AYES:** Councilmembers:

**NOES:** Councilmembers:

**ABSENT:** Councilmembers:

**ATTEST:**

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Vicky Hasha, *Deputy City Clerk*



**EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA**

**EXECUTIVE ORDER N-29-20**

**WHEREAS** on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

**WHEREAS** despite sustained efforts, the virus continues to spread and is impacting nearly all sectors of California; and

**WHEREAS** the threat of COVID-19 has resulted in serious and ongoing economic harms, in particular to some of the most vulnerable Californians; and

**WHEREAS** time bound eligibility redeterminations are required for Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries to continue their benefits, in accordance with processes established by the Department of Social Services, the Department of Health Care Services, and the Federal Government; and

**WHEREAS** social distancing recommendations or Orders as well as a statewide imperative for critical employees to focus on health needs may prevent Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries from obtaining in-person eligibility redeterminations; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

1. As to individuals currently eligible for benefits under Medi-Cal, CalFresh, CalWORKs, the Cash Assistance Program for Immigrants, the California Food Assistance Program, or In Home Supportive Services benefits, and to the extent necessary to allow such individuals to maintain eligibility for such benefits, any state law, including but not limited to California Code of Regulations, Title 22, section 50189(a) and Welfare and Institutions Code sections 18940 and 11265, that would require redetermination of such benefits is suspended for a period of 90 days from the date of this Order. This Order shall be construed to be consistent with applicable federal laws, including but not limited to Code of Federal Regulations, Title 42, section 435.912, subdivision (e), as interpreted by the Centers for Medicare and Medicaid Services (in guidance issued on January 30, 2018) to permit the extension of

otherwise-applicable Medicaid time limits in emergency situations.

2. Through June 17, 2020, any month or partial month in which California Work Opportunity and Responsibility to Kids (CalWORKs) aid or services are received pursuant to Welfare and Institutions Code Section 11200 et seq. shall not be counted for purposes of the 48-month time limit set forth in Welfare and Institutions Code Section 11454. Any waiver of this time limit shall not be applied if it will exceed the federal time limits set forth in Code of Federal Regulations, Title 45, section 264.1.
3. Paragraph 11 of Executive Order N-25-20 (March 12, 2020) is withdrawn and superseded by the following text:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow



members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Accessibility Requirements: If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

Notice Requirements: Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

All of the foregoing provisions concerning the conduct of public meetings shall apply only during the period in which state or local public health officials have imposed or recommended social distancing measures.

All state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

**IT IS FURTHER ORDERED** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 17th day of March 2020.



\_\_\_\_\_  
GAVIN NEWSOM  
Governor of California

**ATTEST:**

\_\_\_\_\_  
ALEX PADILLA  
Secretary of State

**EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA**

**EXECUTIVE ORDER N-08-21**

**WHEREAS** on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

**WHEREAS** since March 2020, the State has taken decisive and meaningful actions to reduce the spread, and mitigate the impacts, of COVID-19, saving an untold number of lives; and

**WHEREAS** as a result of the effective actions Californians have taken, as well as the successful and ongoing distribution of COVID-19 vaccines, California is turning a corner in its fight against COVID-19; and

**WHEREAS** on June 11, 2021, I issued Executive Order N-07-21, which formally rescinded the Stay-at-Home Order (Executive Order N-33-20, issued on March 19, 2020), as well as the framework for a gradual, risk-based reopening of the economy (Executive Order N-60-20, issued on May 4, 2020); and

**WHEREAS** in light of the current state of the COVID-19 pandemic in California, it is appropriate to roll back certain provisions of my COVID-19-related Executive Orders; and

**WHEREAS** certain provisions of my COVID-19 related Executive Orders currently remain necessary to continue to help California respond to, recover from, and mitigate the impacts of the COVID-19 pandemic, including California's ongoing vaccination programs, and the termination of certain provisions of my COVID-19 related Executive Orders during this stage of the emergency would compound the effects of the emergency and impede the State's recovery by disrupting important governmental and social functions; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this Order would continue to prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567, 8571, and 8627, do hereby issue the following Order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

**The following provisions shall remain in place and shall have full force and effect through June 30, 2021, upon which time they will expire subject to individual conditions described in the enumerated paragraphs below.**



1) State of Emergency Proclamation dated March 4, 2020:

- a. Paragraph 10. Any facility operating under a waiver pursuant to this provision, memorialized in an All Facilities Letter, may operate pursuant to such a waiver through the stated expiration in the All Facilities Letter or September 30, 2021, whichever occurs first;
- b. Paragraph 11;
- c. Paragraph 12; and
- d. Paragraph 13.

2) Executive Order N-25-20:

- a. Paragraph 1; and
- b. Paragraph 7, and as applicable to local governments per Executive Order N-35-20, Paragraph 3. Effective July 1, 2021, the waivers in Executive Order N-25-20, Paragraph 7, and Executive Order N-35-20, Paragraph 3, of reinstatement requirements set forth in Government Code sections 7522.56(f) and (g) are terminated.

3) Executive Order N-26-20:

- a. Paragraph 1;
- b. Paragraph 2;
- c. Paragraph 3;
- d. Paragraph 5;
- e. Paragraph 6; and
- f. Paragraph 7.

4) Executive Order N-27-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 3.

5) Executive Order N-28-20:

- a. Paragraph 3; and
- b. Paragraph 6.

6) Executive Order N-31-20:

- a. Paragraph 1; and
- b. Paragraph 2.

7) Executive Order N-35-20:

- a. Paragraph 1. Any facility operating under a waiver pursuant to this provision, memorialized in an All Facilities Letter, may operate pursuant to such a waiver through the stated expiration in the All Facilities Letter or September 30, 2021, whichever occurs first;
- b. Paragraph 4;
- c. Paragraph 6. To the extent the Director exercised their authority pursuant to this provision on or before June 30, 2021, the extension shall remain valid until the effective expiration;

- d. Paragraph 10. The State Bar shall receive the time extension in the aforementioned order for any nomination submitted to the State Bar by the Governor on or before June 30, 2021; and
  - e. Paragraph 11 (as extended and clarified by N-71-20, Paragraph 6). Claims accruing before June 30, 2021 will remain subject to the 120-day extension granted in the aforementioned orders.
- 8) Executive Order N-36-20, Paragraph 1. To the extent the Secretary exercised their authority pursuant to this provision, the Secretary shall allow each facility to resume intake in a manner that clears intake backlog as soon as feasible.
- 9) Executive Order N-39-20:
- a. Paragraph 1. Any facility operating under a waiver pursuant to this provision, memorialized in an All Facilities Letter, may operate pursuant to such a waiver through the stated expiration in the All Facilities Letter or September 30, 2021, whichever occurs first;
  - b. Paragraph 4; and
  - c. Paragraph 7. The leases or agreements executed pursuant to this provision shall remain valid in accordance with the term of the agreement.
- 10) Executive Order N-40-20:
- a. Paragraph 1. For rulemakings published in the California Regulatory Notice Register pursuant to Government Code section 11346.4(a)(5) prior to June 30, 2021, the deadlines in the aforementioned order shall remain extended in accordance with the order;
  - b. Paragraph 2 (as extended and clarified by N-66-20, Paragraph 12, and N-71-20, Paragraph 10). Notwithstanding the expiration of this provision, state employees subject to these training requirements shall receive the benefit of the 120-day extension granted by the aforementioned orders. All required training due on or before June 30, 2021 must be completed within 120 days of the statutorily prescribed due date;
  - c. Paragraph 7 (as extended and clarified by N-66-20, Paragraph 13 and N-71-20, Paragraph 11). With regard to appeals received on or before June 30, 2021, the State Personnel Board shall be entitled to the extension in the aforementioned order to render its decision;
  - d. Paragraph 8. To the extent the deadlines specified in Government Code section 22844 and California Code of Regulations, title 2, sections 599.517 and 599.518 fell on a date on or before June 30, 2021 absent the extension, they shall expire pursuant to the timeframes specified in the aforementioned orders;
  - e. Paragraph 16;
  - f. Paragraph 17; and
  - g. Paragraph 20.
- 11) Executive Order N-45-20:
- a. Paragraph 4;
  - b. Paragraph 8;
  - c. Paragraph 9; and

- d. Paragraph 12. For vacancies occurring prior to June 30, 2021, the deadline to fill the vacancy shall remain extended for the time period in the aforementioned order.

12) Executive Order N-46-20:

- a. Paragraph 1; and
- b. Paragraph 2.

13) Executive Order N-47-20:

- a. Paragraph 2; and
- b. Paragraph 3.

14) Executive Order N-48-20, Paragraph 2 (which clarified the scope of N-34-20).

15) Executive Order N-49-20:

- a. Paragraph 1;
- b. Paragraph 3. For determinations made on or before June 30, 2021, the discharge date shall be within 14 days of the Board's determination; and
- c. Paragraph 4.

16) Executive Order N-50-20, Paragraph 2.

17) Executive Order N-52-20:

- a. Paragraph 6;
- b. Paragraph 7. To the extent an individual has commenced a training program prior to June 30, 2021, that was interrupted by COVID-19, that individual shall be entitled to the extended timeframe in the aforementioned order; and
- c. Paragraph 14; and
- d. Paragraph 16.

18) Executive Order N-53-20:

- a. Paragraph 3;
- b. Paragraph 12 (as extended or modified by N-69-20, Paragraph 10, and N-71-20, Paragraph 27); and
- c. Paragraph 13 (as extended or modified by N-69-20, Paragraph 11, and N-71-20, Paragraph 28).

19) Executive Order N-54-20, Paragraph 7. To the extent the date governing the expiration of registration of vehicles previously registered in a foreign jurisdiction falls on or before June 30, 2021, the deadline is extended pursuant to the aforementioned orders.

20) Executive Order N-55-20:

- a. Paragraph 1. Statutory deadlines related to cost reports, change in scope of service requests, and reconciliation requests occurring on



or before June 30, 2021 shall remain subject to the extended deadline in the aforementioned order;

- b. Paragraph 4;
- c. Paragraph 5;
- d. Paragraph 6;
- e. Paragraph 8;
- f. Paragraph 9;
- g. Paragraph 10;
- h. Paragraph 13;
- i. Paragraph 14. Statutory deadlines related to beneficiary risk assessments occurring on or before June 30, 2021 shall remain subject to the extended deadline in the aforementioned order; and
- j. Paragraph 16. Deadlines for fee-for-service providers to submit information required for a Medical Exemption Request extended on or before June 30, 2021 shall remain subject to the extended deadline granted under the aforementioned order.

21) Executive Order N-56-20:

- a. Paragraph 1;
- b. Paragraph 6;
- c. Paragraph 7;
- d. Paragraph 8;
- e. Paragraph 9; and
- f. Paragraph 11.

22) Executive Order N-59-20, Paragraph 6.

23) Executive Order N-61-20:

- a. Paragraph 1;
- b. Paragraph 2;
- c. Paragraph 3; and
- d. Paragraph 4.

24) Executive Order N-63-20:

- a. Paragraph 8(a) (as extended by N-71-20, Paragraph 40). The deadlines related to reports by the Division of Occupational Safety and Health (Cal/OSHA) and the Occupational Safety & Health Standards Board on proposed standards or variances due on or before June 30, 2021 shall remain subject to the extended timeframe;
- b. Paragraph 8(c). To the extent the date upon which the Administrative Director must act upon Medical Provider Network applications or requests for modifications or reapprovals falls on or before June 30, 2021 absent the extension in the aforementioned order, it shall remain subject to the extended timeframe;
- c. Paragraph 8(e). To the extent filing deadlines for a Return-to-Work Supplement appeal and any reply or responsive papers fall on or before June 30, 2021, absent the extension in the aforementioned order, they shall remain subject to the extended timeframe;
- d. Paragraph 9(a) (as extended and modified by N-71-20, Paragraph 39). Any deadline setting the time for the Labor Commissioner to

issue any citation under the Labor Code, including a civil wage and penalty assessment pursuant to Labor Code section 1741, that, absent the aforementioned order, would have occurred or would occur between May 7, 2020 and September 29, 2021 shall be extended to September 30, 2021. Any such deadline that, absent the aforementioned order, would occur after September 29, 2021 shall be effective based on the timeframe in existence before the aforementioned order;

- e. Paragraph 9(b) (as extended and modified by N-71-20, Paragraph 41);
- f. Paragraph 9(c) (as extended and modified by N-71-20, Paragraph 39). Any deadline setting the time for a worker to file complaints and initiate proceedings with the Labor Commissioner pursuant to Labor Code sections 98, 98.7, 1700.44, and 2673.1, that, absent the aforementioned order, would have occurred or would occur between May 7, 2020 and September 29, 2021 shall be extended to September 30, 2021. Any such deadline that, absent the aforementioned order, would occur after September 29, 2021 shall be effective based on the timeframe in existence before the aforementioned order;
- g. Paragraph 9(d) (as extended and modified by N-71-20, Paragraph 39). Any deadline setting the time for Cal/OSHA to issue citations pursuant to Labor Code section 6317, that, absent the aforementioned order, would have occurred or would occur between May 7, 2020 and September 29, 2021 shall be extended to September 30, 2021. Any such deadline that, absent the aforementioned order, would occur after September 29, 2021 shall be effective based on the timeframe in existence before the aforementioned order;
- h. Paragraph 9(e) (as extended and modified by N-71-20, Paragraph 41);
- i. Paragraph 10;
- j. Paragraph 12. Any peace officer reemployed on or before June 30, 2021 pursuant to the aforementioned order shall be entitled to the extended reemployment period set forth in the order;
- k. Paragraph 13;
- l. Paragraph 14; and
- m. Paragraph 15 (as extended by N-71-20, Paragraph 36).

25) Executive Order N-65-20:

- a. Paragraph 5 (as extended by N-71-20, Paragraph 35; N-80-20, Paragraph 4; and N-01-21). Identification cards issued under Health and Safety Code section 11362.71 that would otherwise have expired absent the aforementioned extension between March 4, 2020 and June 30, 2021 shall expire on December 31, 2021; and
- b. Paragraph 7.

26) Executive Order N-66-20:

- a. Paragraph 3;
- b. Paragraph 4; and
- c. Paragraph 5.

27) Executive Order N-68-20:

- a. Paragraph 1. Notwithstanding the expiration of the aforementioned order, temporary licenses granted on or before June 30, 2021 shall be valid through September 30, 2021; and
- b. Paragraph 2. Renewal fee payments otherwise due to the to the California Department of Public Health absent the extension in the aforementioned order on or before June 30, 2021, shall be entitled to the extensions of time set forth in the aforementioned order.

28) Executive Order N-71-20:

- a. Paragraph 1;
- b. Paragraph 4;
- c. Paragraph 16. Where the statutory deadline for opening or completing investigations is set to occur on or before June 30, 2021, the deadline shall remain subject to the extension in the aforementioned order; and
- d. Paragraph 17. Where the statutory deadline for serving a notice of adverse action is due on or before June 30, 2021, the deadline shall remain subject to the extension in the aforementioned order.

29) Executive Order N-75-20:

- a. Paragraph 7. Children placed in foster care on or before June 30, 2021 shall receive such examinations on or before July 31, 2021;
- b. Paragraph 8;
- c. Paragraph 9;
- d. Paragraph 10. Any facility operating under a waiver pursuant to this provision may operate pursuant to such a waiver through the expiration as set forth by the California Department of Public Health, or September 30, 2021, whichever occurs first; and
- e. Paragraph 13.

30) Executive Order N-76-20, Paragraph 3.

31) Executive Order N-77-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 3.

32) Executive Order N-78-20 (as extended and modified by N-03-21):

- a. Paragraph 1; and
- b. Paragraph 2.

33) Executive Order N-83-20:

- a. Paragraph 3. To the extent the Director of the Department of Alcoholic Beverage Control suspends deadlines for renewing licenses upon payment of annual fees on or before June 30, 2021, the extension shall remain valid until the effective expiration;

- b. Paragraph 5 (which repealed and replaced N-71-20, Paragraph 19, which extended N-52-20, Paragraph 1, and N-69-20, Paragraph 3);
- c. Paragraph 6 (which repealed and replaced N-71-20, Paragraph 20, which extended N-52-20, Paragraph 2, and N-69-20, Paragraph 4); and
- d. Paragraph 7 (which repealed and replaced N-71-20, Paragraph 21, which extended N-52-20, Paragraph 3, and N-69-20, Paragraph 5).

34) Executive Order N-84-20:

- a. Paragraph 1;
- b. Paragraph 2;
- c. Paragraph 3; and
- d. Paragraph 5.

**The following provisions shall remain in place and shall have full force and effect through July 31, 2021, upon which time they will expire subject to individual conditions described in the enumerated paragraphs below.**

35) Executive Order N-39-20, Paragraph 8 (as extended by N-69-20, Paragraph 2 and N-71-20, Paragraph 8).

36) Executive Order N-53-20, Paragraph 11 (as extended or modified by N-68-20, Paragraph 15, and N-71-20, Paragraph 26).

37) Executive Order N-71-20, Paragraph 25.

38) Executive Order N-75-20:

- a. Paragraph 5; and
- b. Paragraph 6

**The following provisions shall remain in place and shall have full force and effect through September 30, 2021, upon which time they will expire subject to individual conditions described in the enumerated paragraphs below.**

39) State of Emergency Proclamation dated March 4, 2020:

- a. Paragraph 3; and
- b. Paragraph 14. Any facility operating under a waiver pursuant to this provision may operate pursuant to such a waiver through the expiration as set forth by the Department of Social Services, or September 30, 2021, whichever occurs first.

40) Executive Order N-25-20:

- a. Paragraph 2;
- b. Paragraph 3; and
- c. Paragraph 4.

41) Executive Order N-28-20:

- a. Paragraph 4; and
- b. Paragraph 5.

42) Executive Order N-29-20, Paragraph 3, is withdrawn and replaced by the following text:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Accessibility Requirements: If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

Notice Requirements: Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

All of the foregoing provisions concerning the conduct of public meetings shall apply through September 30, 2021.

43) Executive Order N-32-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 3.

44) Executive Order N-35-20:

- a. Paragraph 2; and
- b. Paragraph 12.

45) Executive Order N-39-20:

- a. Paragraph 2;
- b. Paragraph 3; and
- c. Paragraph 6.



46) Executive Order N-40-20:

- a. Paragraph 12 (as extended or modified by N-66-20, paragraph 16, N-71-20, paragraph 14, and N-75-20, Paragraph 12). To the extent the Director exercised their authority pursuant to this provision on or before September 30, 2021, the extension shall remain valid until the effective expiration of the applicable waiver; and
- b. Paragraph 18.

47) Executive Order N-42-20.

48) Executive Order N-43-20.

49) Executive Order N-49-20, Paragraph 2.

50) Executive Order N-54-20:

- a. Paragraph 8 (as extended by N-80-20, Paragraph 6); and
- b. Paragraph 9. To the extent any timeframe within which a California Native American tribe must request consultation and the lead agency must begin the consultation process relating to an Environmental Impact Report, Negative Declaration, or Mitigated Negative Declaration under the California Environmental Quality Act extends beyond September 30, 2021, the tribe and lead agency will receive the benefit of the extension so long as the triggering event occurred on or before September 30, 2021.

51) Executive Order N-55-20:

- a. Paragraph 2;
- b. Paragraph 3;
- c. Paragraph 7. All on-site licensing visits which would have been due on or before September 30, 2021 shall occur before December 31, 2021;
- d. Paragraph 11; and
- e. Paragraph 12.

52) Executive Order N-56-20, Paragraph 10 is withdrawn and superseded by the following text:

Paragraph 42 of this Order, including the conditions specified therein, shall apply to meetings held pursuant to Article 3 of Chapter 2 of Part 21 of Division 3 of Title 2 of the Education Code and Education Code section 47604.1(b).

53) Executive Order N-58-20 (as extended by N-71-20, Paragraph 29).

54) Executive Order N-59-20:

- a. Paragraph 1. The sworn statement or verbal attestation of pregnancy must be submitted on or before September 30, 2021 and medical verification of pregnancy must be submitted within 30

working days following submittal of the sworn statement or verbal attestation for benefits to continue;

- b. Paragraph 2 (as extended and modified by N-69-20, Paragraph 14, and N-71-20, Paragraph 31);
- c. Paragraph 3 (as extended and modified by N-69-20, Paragraph 15, and N-71-20, Paragraph 32); and
- d. Paragraph 4 (as extended and modified by N-69-20, Paragraph 16, and N-71-20, Paragraph 33).

55) Executive Order N-63-20:

- a. Paragraph 8(b). To the extent filing deadlines for claims and liens fall on or before September 30, 2021, absent the extension in the aforementioned order, they shall remain subject to the extended timeframe; and
- b. Paragraph 11.

56) Executive Order N-66-20, Paragraph 6.

57) Executive Order N-71-20:

- a. Paragraph 15;
- b. Paragraph 22; and
- c. Paragraph 23.

58) Executive Order N-75-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 4.

59) Executive Order N-80-20:

- a. Paragraph 3; and
- b. Paragraph 7.

60) Executive Order N-83-20

- a. Paragraph 2 is withdrawn and replaced by the following text:

The deadline to pay annual fees, including any installment payments, currently due or that will become due during the proclaimed emergency, as specified in Business and Professions Code sections 19942, 19951, 19954, 19955, 19984, and any accompanying regulations is September 30, 2021; the deadlines for submission of any application or deposit fee, as specified in Business and Professions Code sections 19951 (a), 19867, 19868, 19876, 19877, 19942, 19984, and any accompanying regulations is no later than September 30, 2021, or per existing requirements, whichever date is later.

- b. Paragraph 4.



61) Executive Order N-03-21, Paragraph 3, is withdrawn and replaced by the following text:

As applied to commercial evictions only, the timeframe for the protections set forth in Paragraph 2 of Executive Order N-28-20 (and extended by Paragraph 21 of Executive Order N-66-20, Paragraph 3 of Executive Order N-71-20, and Paragraph 2 of Executive Order N-80-20) is extended through September 30, 2021.

**IT IS FURTHER ORDERED** that, as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 11th day of June 2021.



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GAVIN NEWSOM  
Governor of California

**ATTEST:**

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SHIRLEY N. WEBER, PH.D.  
Secretary of State

AMENDED IN SENATE SEPTEMBER 3, 2021

AMENDED IN SENATE AUGUST 30, 2021

AMENDED IN SENATE JULY 6, 2021

AMENDED IN ASSEMBLY MAY 10, 2021

AMENDED IN ASSEMBLY APRIL 6, 2021

CALIFORNIA LEGISLATURE—2021–22 REGULAR SESSION

## ASSEMBLY BILL

**No. 361**

**Introduced by Assembly Member Robert Rivas**

February 1, 2021

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An act to *add and repeal Section 89305.6 of the Education Code, and to amend, repeal, and add Section 54953* ~~of of, and to add and repeal Section 11133 of~~, the Government Code, relating to ~~local government, open meetings~~, and declaring the urgency thereof, to take effect immediately.

### LEGISLATIVE COUNSEL'S DIGEST

AB 361, as amended, Robert Rivas. Open meetings: *state and* local agencies: teleconferences.

~~Existing~~

(1) *Existing* law, the Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to directly address the legislative body on any item of interest to the public. The act generally requires all regular and special

meetings of the legislative body be held within the boundaries of the territory over which the local agency exercises jurisdiction, subject to certain exceptions. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. The act authorizes the district attorney or any interested person, subject to certain provisions, to commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that specified actions taken by a legislative body are null and void.

Existing law, the California Emergency Services Act, authorizes the Governor, or the Director of Emergency Services when the governor is inaccessible, to proclaim a state of emergency under specified circumstances.

Executive Order No. N-29-20 suspends the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

This bill would require legislative bodies that hold teleconferenced meetings under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body. The bill would require the legislative body to take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored. The bill would specify that actions taken during the disruption are subject to challenge proceedings, as specified.

This bill would prohibit the legislative body from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time. The bill would prohibit the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the public comment period has elapsed or until a reasonable amount of time has elapsed, as specified. When there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing, the bill would require a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

Existing law prohibits a ~~state~~ *legislative* body from requiring, as a condition to attend a meeting, a person to register the person's name, or to provide other information, or to fulfill any condition precedent to the person's attendance.

This bill would exclude from that prohibition, a registration requirement imposed by a third-party internet website or other online platform not under the control of the legislative body.

*(2) Existing law, the Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. The*

*act requires at least one member of the state body to be physically present at the location specified in the notice of the meeting.*

*The Governor's Executive Order No. N-29-20 suspends the requirements of the Bagley-Keene Open Meeting Act for teleconferencing during the COVID-19 pandemic, provided that notice and accessibility requirements are met, the public members are allowed to observe and address the state body at the meeting, and that a state body has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.*

*This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a state body to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a state body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the state body at each teleconference location. Under the bill, a state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. The bill would require that each state body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge state bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.*

*(3) Existing law establishes the various campuses of the California State University under the administration of the Trustees of the California State University, and authorizes the establishment of student body organizations in connection with the operations of California State University campuses.*

*The Gloria Romero Open Meetings Act of 2000 generally requires a legislative body, as defined, of a student body organization to conduct its business in a meeting that is open and public. The act authorizes the legislative body to use teleconferencing, as defined, for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law.*

*This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a legislative body, as defined for purposes of the act, to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body. With respect to a legislative body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the legislative body at each teleconference location. Under the bill, a legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. The bill would require that each legislative body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge legislative bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.*

**This**

(4) *This bill would declare the Legislature's intent, consistent with the Governor's Executive Order No. N-29-20, to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options.*

**This**

(5) *This bill would incorporate additional changes to Section 54953 of the Government Code proposed by AB 339 to be operative only if this bill and AB 339 are enacted and this bill is enacted last.*

**The**

(6) *The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.*

*This bill would make legislative findings to that effect.*

(7) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

*This bill would make legislative findings to that effect.*

~~This~~

(8) This bill would declare that it is to take effect immediately as an urgency statute.

Vote:  $\frac{2}{3}$ . Appropriation: no. Fiscal committee: ~~no~~-yes.

State-mandated local program: no.

*The people of the State of California do enact as follows:*

1     SECTION 1. Section 89305.6 is added to the Education Code,  
2     to read:

3     89305.6. (a) Notwithstanding any other provision of this  
4     article, and subject to the notice and accessibility requirements in  
5     subdivisions (d) and (e), a legislative body may hold public  
6     meetings through teleconferencing and make public meetings  
7     accessible telephonically, or otherwise electronically, to all  
8     members of the public seeking to observe and to address the  
9     legislative body.

10    (b) (1) For a legislative body holding a public meeting through  
11    teleconferencing pursuant to this section, all requirements in this  
12    article requiring the physical presence of members, the clerk or  
13    other personnel of the legislative body, or the public, as a condition  
14    of participation in or quorum for a public meeting, are hereby  
15    suspended.

16    (2) For a legislative body holding a public meeting through  
17    teleconferencing pursuant to this section, all of the following  
18    requirements in this article are suspended:

19    (A) Each teleconference location from which a member will be  
20    participating in a public meeting or proceeding be identified in  
21    the notice and agenda of the public meeting or proceeding.

22    (B) Each teleconference location be accessible to the public.

23    (C) Members of the public may address the legislative body at  
24    each teleconference conference location.

25    (D) Post agendas at all teleconference locations.

1     (E) At least one member of the legislative body be physically  
2     present at the location specified in the notice of the meeting.

3     (c) A legislative body that holds a meeting through  
4     teleconferencing and allows members of the public to observe and  
5     address the meeting telephonically or otherwise electronically,  
6     consistent with the notice and accessibility requirements in  
7     subdivisions (d) and (e), shall have satisfied any requirement that  
8     the legislative body allow members of the public to attend the  
9     meeting and offer public comment. A legislative body need not  
10    make available any physical location from which members of the  
11    public may observe the meeting and offer public comment.

12    (d) If a legislative body holds a meeting through  
13    teleconferencing pursuant to this section and allows members of  
14    the public to observe and address the meeting telephonically or  
15    otherwise electronically, the legislative body shall also do both of  
16    the following:

17    (1) Implement a procedure for receiving and swiftly resolving  
18    requests for reasonable modification or accommodation from  
19    individuals with disabilities, consistent with the federal Americans  
20    with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and  
21    resolving any doubt whatsoever in favor of accessibility.

22    (2) Advertise that procedure each time notice is given of the  
23    means by which members of the public may observe the meeting  
24    and offer public comment, pursuant to paragraph (2) of subdivision  
25    (e).

26    (e) Except to the extent this section provides otherwise, each  
27    legislative body that holds a meeting through teleconferencing  
28    pursuant to this section shall do both of the following:

29    (1) Give advance notice of the time of, and post the agenda for,  
30    each public meeting according to the timeframes otherwise  
31    prescribed by this article, and using the means otherwise  
32    prescribed by this article, as applicable.

33    (2) In each instance in which notice of the time of the meeting  
34    is otherwise given or the agenda for the meeting is otherwise  
35    posted, also give notice of the means by which members of the  
36    public may observe the meeting and offer public comment. As to  
37    any instance in which there is a change in the means of public  
38    observation and comment, or any instance prior to the effective  
39    date of this section in which the time of the meeting has been  
40    noticed or the agenda for the meeting has been posted without



1 also including notice of the means of public observation and  
2 comment, a legislative body may satisfy this requirement by  
3 advertising the means of public observation and comment using  
4 the most rapid means of communication available at the time.  
5 Advertising the means of public observation and comment using  
6 the most rapid means of communication available at the time shall  
7 include, but need not be limited to, posting such means on the  
8 legislative body's internet website.

9 (f) All legislative bodies utilizing the teleconferencing  
10 procedures in this section are urged to use sound discretion and  
11 to make reasonable efforts to adhere as closely as reasonably  
12 possible to the otherwise applicable provisions of this article, in  
13 order to maximize transparency and provide the public access to  
14 legislative body meetings.

15 (g) This section shall remain in effect only until January 31,  
16 2022, and as of that date is repealed.

17 SEC. 2. Section 11133 is added to the Government Code, to  
18 read:

19 11133. (a) Notwithstanding any other provision of this article,  
20 and subject to the notice and accessibility requirements in  
21 subdivisions (d) and (e), a state body may hold public meetings  
22 through teleconferencing and make public meetings accessible  
23 telephonically, or otherwise electronically, to all members of the  
24 public seeking to observe and to address the state body.

25 (b) (1) For a state body holding a public meeting through  
26 teleconferencing pursuant to this section, all requirements in this  
27 article requiring the physical presence of members, the clerk or  
28 other personnel of the state body, or the public, as a condition of  
29 participation in or quorum for a public meeting, are hereby  
30 suspended.

31 (2) For a state body holding a public meeting through  
32 teleconferencing pursuant to this section, all of the following  
33 requirements in this article are suspended:

34 (A) Each teleconference location from which a member will be  
35 participating in a public meeting or proceeding be identified in  
36 the notice and agenda of the public meeting or proceeding.

37 (B) Each teleconference location be accessible to the public.

38 (C) Members of the public may address the state body at each  
39 teleconference conference location.

40 (D) Post agendas at all teleconference locations.

1     (E) *At least one member of the state body be physically present*  
2 *at the location specified in the notice of the meeting.*

3     (c) *A state body that holds a meeting through teleconferencing*  
4 *and allows members of the public to observe and address the*  
5 *meeting telephonically or otherwise electronically, consistent with*  
6 *the notice and accessibility requirements in subdivisions (d) and*  
7 *(e), shall have satisfied any requirement that the state body allow*  
8 *members of the public to attend the meeting and offer public*  
9 *comment. A state body need not make available any physical*  
10 *location from which members of the public may observe the*  
11 *meeting and offer public comment.*

12     (d) *If a state body holds a meeting through teleconferencing*  
13 *pursuant to this section and allows members of the public to*  
14 *observe and address the meeting telephonically or otherwise*  
15 *electronically, the state body shall also do both of the following:*

16         (1) *Implement a procedure for receiving and swiftly resolving*  
17 *requests for reasonable modification or accommodation from*  
18 *individuals with disabilities, consistent with the federal Americans*  
19 *with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and*  
20 *resolving any doubt whatsoever in favor of accessibility.*

21         (2) *Advertise that procedure each time notice is given of the*  
22 *means by which members of the public may observe the meeting*  
23 *and offer public comment, pursuant to paragraph (2) of subdivision*  
24 *(e).*

25     (e) *Except to the extent this section provides otherwise, each*  
26 *state body that holds a meeting through teleconferencing pursuant*  
27 *to this section shall do both of the following:*

28         (1) *Give advance notice of the time of, and post the agenda for,*  
29 *each public meeting according to the timeframes otherwise*  
30 *prescribed by this article, and using the means otherwise*  
31 *prescribed by this article, as applicable.*

32         (2) *In each instance in which notice of the time of the meeting*  
33 *is otherwise given or the agenda for the meeting is otherwise*  
34 *posted, also give notice of the means by which members of the*  
35 *public may observe the meeting and offer public comment. As to*  
36 *any instance in which there is a change in the means of public*  
37 *observation and comment, or any instance prior to the effective*  
38 *date of this section in which the time of the meeting has been*  
39 *noticed or the agenda for the meeting has been posted without*  
40 *also including notice of the means of public observation and*

comment, a state body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the state body's internet website.

(f) All state bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to state body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

#### ~~SECTION 4.~~

SEC. 3. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and

1 agenda of the meeting or proceeding, and each teleconference  
2 location shall be accessible to the public. During the teleconference,  
3 at least a quorum of the members of the legislative body shall  
4 participate from locations within the boundaries of the territory  
5 over which the local agency exercises jurisdiction, except as  
6 provided in subdivisions (d) and (e). The agenda shall provide an  
7 opportunity for members of the public to address the legislative  
8 body directly pursuant to Section 54954.3 at each teleconference  
9 location.

10 (4) For the purposes of this section, “teleconference” means a  
11 meeting of a legislative body, the members of which are in different  
12 locations, connected by electronic means, through either audio or  
13 video, or both. Nothing in this section shall prohibit a local agency  
14 from providing the public with additional teleconference locations.

15 (c) (1) No legislative body shall take action by secret ballot,  
16 whether preliminary or final.

17 (2) The legislative body of a local agency shall publicly report  
18 any action taken and the vote or abstention on that action of each  
19 member present for the action.

20 (3) Prior to taking final action, the legislative body shall orally  
21 report a summary of a recommendation for a final action on the  
22 salaries, salary schedules, or compensation paid in the form of  
23 fringe benefits of a local agency executive, as defined in  
24 subdivision (d) of Section 3511.1, during the open meeting in  
25 which the final action is to be taken. This paragraph shall not affect  
26 the public’s right under the California Public Records Act (Chapter  
27 3.5 (commencing with Section 6250) of Division 7 of Title 1) to  
28 inspect or copy records created or received in the process of  
29 developing the recommendation.

30 (d) (1) Notwithstanding the provisions relating to a quorum in  
31 paragraph (3) of subdivision (b), if a health authority conducts a  
32 teleconference meeting, members who are outside the jurisdiction  
33 of the authority may be counted toward the establishment of a  
34 quorum when participating in the teleconference if at least 50  
35 percent of the number of members that would establish a quorum  
36 are present within the boundaries of the territory over which the  
37 authority exercises jurisdiction, and the health authority provides  
38 a teleconference number, and associated access codes, if any, that  
39 allows any person to call in to participate in the meeting and the

1 number and access codes are identified in the notice and agenda  
2 of the meeting.

3 (2) Nothing in this subdivision shall be construed as  
4 discouraging health authority members from regularly meeting at  
5 a common physical site within the jurisdiction of the authority or  
6 from using teleconference locations within or near the jurisdiction  
7 of the authority. A teleconference meeting for which a quorum is  
8 established pursuant to this subdivision shall be subject to all other  
9 requirements of this section.

10 (3) For purposes of this subdivision, a health authority means  
11 any entity created pursuant to Sections 14018.7, 14087.31,  
12 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare  
13 and Institutions Code, any joint powers authority created pursuant  
14 to Article 1 (commencing with Section 6500) of Chapter 5 of  
15 Division 7 for the purpose of contracting pursuant to Section  
16 14087.3 of the Welfare and Institutions Code, and any advisory  
17 committee to a county-sponsored health plan licensed pursuant to  
18 Chapter 2.2 (commencing with Section 1340) of Division 2 of the  
19 Health and Safety Code if the advisory committee has 12 or more  
20 members.

21 (e) (1) A local agency may use teleconferencing without  
22 complying with the requirements of paragraph (3) of subdivision  
23 (b) if the legislative body complies with the requirements of  
24 paragraph (2) of this subdivision in any of the following  
25 circumstances:

26 (A) The legislative body holds a meeting during a proclaimed  
27 state of emergency, and state or local officials have imposed or  
28 recommended measures to promote social distancing.

29 (B) The legislative body holds a meeting during a proclaimed  
30 state of emergency for the purpose of determining, by majority  
31 vote, whether as a result of the emergency, meeting in person  
32 would present imminent risks to the health or safety of attendees.

33 (C) The legislative body holds a meeting during a proclaimed  
34 state of emergency and has determined, by majority vote, pursuant  
35 to subparagraph ~~(B)~~ (B), that, as a result of the emergency, meeting  
36 in person would present imminent risks to the health or safety of  
37 attendees.

38 (2) A legislative body that holds a meeting pursuant to this  
39 subdivision shall do all of the following:

1 (A) The legislative body shall give notice of the meeting and  
2 post agendas as otherwise required by this chapter.

3 (B) The legislative body shall allow members of the public to  
4 access the meeting and the agenda shall provide an opportunity  
5 for members of the public to address the legislative body directly  
6 pursuant to Section 54954.3. In each instance in which notice of  
7 the time of the teleconferenced meeting is otherwise given or the  
8 agenda for the meeting is otherwise posted, the legislative body  
9 shall also give notice of the means by which members of the public  
10 may access the meeting and offer public comment. The agenda  
11 shall identify and include an opportunity for all persons to attend  
12 via a call-in option or an internet-based service option. This  
13 subparagraph shall not be construed to require the legislative body  
14 to provide a physical location from which the public may attend  
15 or comment.

16 (C) The legislative body shall conduct teleconference meetings  
17 in a manner that protects the statutory and constitutional rights of  
18 the parties and the public appearing before the legislative body of  
19 a local agency.

20 (D) In the event of a disruption which prevents the public agency  
21 from broadcasting the meeting to members of the public using the  
22 call-in option or internet-based service option, or in the event of  
23 a disruption within the local agency's control which prevents  
24 members of the public from offering public comments using the  
25 call-in option or internet-based service option, the body shall take  
26 no further action on items appearing on the meeting agenda until  
27 public access to the meeting via the call-in option or internet-based  
28 service option is restored. Actions taken on agenda items during  
29 a disruption which prevents the public agency from broadcasting  
30 the meeting may be challenged pursuant to Section 54960.1.

31 (E) The legislative body shall not require public comments to  
32 be submitted in advance of the meeting and must provide an  
33 opportunity for the public to address the legislative body and offer  
34 comment in real time. This subparagraph shall not be construed  
35 to require the legislative body to provide a physical location from  
36 which the public may attend or comment.

37 (F) Notwithstanding Section 54953.3, an individual desiring to  
38 provide public comment through the use of an internet website, or  
39 other online platform, not under the control of the local legislative  
40 body, that requires registration to log in to a teleconference may

1 be required to register as required by the third-party internet  
2 website or online platform to participate.

3 (G) (i) A legislative body that provides a timed public comment  
4 period for each agenda item shall not close the public comment  
5 period for the agenda item, or the opportunity to register, pursuant  
6 to subparagraph (F), to provide public comment until that timed  
7 public comment period has elapsed.

8 (ii) A legislative body that does not provide a timed public  
9 comment period, but takes public comment separately on each  
10 agenda item, shall allow a reasonable amount of time per agenda  
11 item to allow public members the opportunity to provide public  
12 comment, including time for members of the public to register  
13 pursuant to subparagraph (F), or otherwise be recognized for the  
14 purpose of providing public comment.

15 (iii) A legislative body that provides a timed general public  
16 comment period that does not correspond to a specific agenda item  
17 shall not close the public comment period or the opportunity to  
18 register, pursuant to subparagraph (F), until the timed general  
19 public comment period has elapsed.

20 (3) If a state of emergency remains active, or state or local  
21 officials have imposed or recommended measures to promote  
22 social distancing, in order to continue to teleconference without  
23 compliance with paragraph (3) of subdivision (b), the legislative  
24 body shall, not later than 30 days after teleconferencing for the  
25 first time pursuant to subparagraph (A), (B), or (C) of paragraph  
26 (1), and every 30 days thereafter, make the following findings by  
27 majority vote:

28 (A) The legislative body has reconsidered the circumstances of  
29 the state of emergency.

30 (B) Any of the following circumstances exist:

31 (i) The state of emergency continues to directly impact the  
32 ability of the members to meet safely in person.

33 (ii) State or local officials continue to impose or recommend  
34 measures to promote social distancing.

35 (4) For the purposes of this subdivision, “state of emergency”  
36 means a state of emergency proclaimed pursuant to Section 8625  
37 of the California Emergency Services Act (Article 1 (commencing  
38 with Section 8550) of Chapter 7 of Division 1 of Title 2).

39 (f) This section shall remain in effect only until January 1, 2024,  
40 and as of that date is repealed.

~~SEC. 1.1.~~

*SEC. 3.1.* Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency in person, except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, ~~the any applicable~~ language access and other nondiscrimination obligations of Section 11135 and Subchapter V (commencing with Section 2000d) of Chapter 21 of Title 42 of the United States Code. *obligations.*

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.



(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph ~~(B)~~ (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda

1 shall identify and include an opportunity for all persons to attend  
2 via a call-in option or an internet-based service option. This  
3 subparagraph shall not be construed to require the legislative body  
4 to provide a physical location from which the public may attend  
5 or comment.

6 (C) The legislative body shall conduct teleconference meetings  
7 in a manner that protects the statutory and constitutional rights of  
8 the parties and the public appearing before the legislative body of  
9 a local agency.

10 (D) In the event of a disruption which prevents the public agency  
11 from broadcasting the meeting to members of the public using the  
12 call-in option or internet-based service option, or in the event of  
13 a disruption within the local agency's control which prevents  
14 members of the public from offering public comments using the  
15 call-in option or internet-based service option, the body shall take  
16 no further action on items appearing on the meeting agenda until  
17 public access to the meeting via the call-in option or internet-based  
18 service option is restored. Actions taken on agenda items during  
19 a disruption which prevents the public agency from broadcasting  
20 the meeting may be challenged pursuant to Section 54960.1.

21 (E) The legislative body shall not require public comments to  
22 be submitted in advance of the meeting and must provide an  
23 opportunity for the public to address the legislative body and offer  
24 comment in real time. This subparagraph shall not be construed  
25 to require the legislative body to provide a physical location from  
26 which the public may attend or comment.

27 (F) Notwithstanding Section 54953.3, an individual desiring to  
28 provide public comment through the use of an internet website, or  
29 other online platform, not under the control of the local legislative  
30 body, that requires registration to log in to a teleconference may  
31 be required to register as required by the third-party internet  
32 website or online platform to participate.

33 (G) (i) A legislative body that provides a timed public comment  
34 period for each agenda item shall not close the public comment  
35 period for the agenda item, or the opportunity to register, pursuant  
36 to subparagraph (F), to provide public comment until that timed  
37 public comment period has elapsed.

38 (ii) A legislative body that does not provide a timed public  
39 comment period, but takes public comment separately on each  
40 agenda item, shall allow a reasonable amount of time per agenda

1 item to allow public members the opportunity to provide public  
2 comment, including time for members of the public to register  
3 pursuant to subparagraph (F), or otherwise be recognized for the  
4 purpose of providing public comment.

5 (iii) A legislative body that provides a timed general public  
6 comment period that does not correspond to a specific agenda item  
7 shall not close the public comment period or the opportunity to  
8 register, pursuant to subparagraph (F), until the timed general  
9 public comment period has elapsed.

10 (3) If a state of emergency remains active, or state or local  
11 officials have imposed or recommended measures to promote  
12 social distancing, in order to continue to teleconference without  
13 compliance with paragraph (3) of subdivision (b), the legislative  
14 body shall, not later than 30 days after teleconferencing for the  
15 first time pursuant to subparagraph (A), (B), or (C) of paragraph  
16 (1), and every 30 days thereafter, make the following findings by  
17 majority vote:

18 (A) The legislative body has reconsidered the circumstances of  
19 the state of emergency.

20 (B) Any of the following circumstances exist:

21 (i) The state of emergency continues to directly impact the  
22 ability of the members to meet safely in person.

23 (ii) State or local officials continue to impose or recommend  
24 measures to promote social distancing.

25 (4) For the purposes of this subdivision, “state of emergency”  
26 means a state of emergency proclaimed pursuant to Section 8625  
27 of the California Emergency Services Act (Article 1 (commencing  
28 with Section 8550) of Chapter 7 of Division 1 of Title 2).

29 (f) This section shall remain in effect only until January 1, 2024,  
30 and as of that date is repealed.

31 ~~SEC. 2.~~

32 *SEC. 4.* Section 54953 is added to the Government Code, to  
33 read:

34 54953. (a) All meetings of the legislative body of a local  
35 agency shall be open and public, and all persons shall be permitted  
36 to attend any meeting of the legislative body of a local agency,  
37 except as otherwise provided in this chapter.

38 (b) (1) Notwithstanding any other provision of law, the  
39 legislative body of a local agency may use teleconferencing for  
40 the benefit of the public and the legislative body of a local agency

1 in connection with any meeting or proceeding authorized by law.  
2 The teleconferenced meeting or proceeding shall comply with all  
3 requirements of this chapter and all otherwise applicable provisions  
4 of law relating to a specific type of meeting or proceeding.

5 (2) Teleconferencing, as authorized by this section, may be used  
6 for all purposes in connection with any meeting within the subject  
7 matter jurisdiction of the legislative body. All votes taken during  
8 a teleconferenced meeting shall be by rollcall.

9 (3) If the legislative body of a local agency elects to use  
10 teleconferencing, it shall post agendas at all teleconference  
11 locations and conduct teleconference meetings in a manner that  
12 protects the statutory and constitutional rights of the parties or the  
13 public appearing before the legislative body of a local agency.  
14 Each teleconference location shall be identified in the notice and  
15 agenda of the meeting or proceeding, and each teleconference  
16 location shall be accessible to the public. During the teleconference,  
17 at least a quorum of the members of the legislative body shall  
18 participate from locations within the boundaries of the territory  
19 over which the local agency exercises jurisdiction, except as  
20 provided in subdivision (d). The agenda shall provide an  
21 opportunity for members of the public to address the legislative  
22 body directly pursuant to Section 54954.3 at each teleconference  
23 location.

24 (4) For the purposes of this section, “teleconference” means a  
25 meeting of a legislative body, the members of which are in different  
26 locations, connected by electronic means, through either audio or  
27 video, or both. Nothing in this section shall prohibit a local agency  
28 from providing the public with additional teleconference locations

29 (c) (1) No legislative body shall take action by secret ballot,  
30 whether preliminary or final.

31 (2) The legislative body of a local agency shall publicly report  
32 any action taken and the vote or abstention on that action of each  
33 member present for the action.

34 (3) Prior to taking final action, the legislative body shall orally  
35 report a summary of a recommendation for a final action on the  
36 salaries, salary schedules, or compensation paid in the form of  
37 fringe benefits of a local agency executive, as defined in  
38 subdivision (d) of Section 3511.1, during the open meeting in  
39 which the final action is to be taken. This paragraph shall not affect  
40 the public’s right under the California Public Records Act (Chapter

1 3.5 (commencing with Section 6250) of Division 7 of Title 1) to  
2 inspect or copy records created or received in the process of  
3 developing the recommendation.

4 (d) (1) Notwithstanding the provisions relating to a quorum in  
5 paragraph (3) of subdivision (b), if a health authority conducts a  
6 teleconference meeting, members who are outside the jurisdiction  
7 of the authority may be counted toward the establishment of a  
8 quorum when participating in the teleconference if at least 50  
9 percent of the number of members that would establish a quorum  
10 are present within the boundaries of the territory over which the  
11 authority exercises jurisdiction, and the health authority provides  
12 a teleconference number, and associated access codes, if any, that  
13 allows any person to call in to participate in the meeting and the  
14 number and access codes are identified in the notice and agenda  
15 of the meeting.

16 (2) Nothing in this subdivision shall be construed as  
17 discouraging health authority members from regularly meeting at  
18 a common physical site within the jurisdiction of the authority or  
19 from using teleconference locations within or near the jurisdiction  
20 of the authority. A teleconference meeting for which a quorum is  
21 established pursuant to this subdivision shall be subject to all other  
22 requirements of this section.

23 (3) For purposes of this subdivision, a health authority means  
24 any entity created pursuant to Sections 14018.7, 14087.31,  
25 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare  
26 and Institutions Code, any joint powers authority created pursuant  
27 to Article 1 (commencing with Section 6500) of Chapter 5 of  
28 Division 7 for the purpose of contracting pursuant to Section  
29 14087.3 of the Welfare and Institutions Code, and any advisory  
30 committee to a county-sponsored health plan licensed pursuant to  
31 Chapter 2.2 (commencing with Section 1340) of Division 2 of the  
32 Health and Safety Code if the advisory committee has 12 or more  
33 members.

34 (e) This section shall become operative January 1, 2024.

35 ~~SEC. 2.1.~~

36 *SEC. 4.1.* Section 54953 is added to the Government Code, to  
37 read:

38 54953. (a) All meetings of the legislative body of a local  
39 agency shall be open and public, and all persons shall be permitted  
40 to attend any meeting of the legislative body of a local agency, in

1 person except as otherwise provided in this chapter. Local agencies  
2 shall conduct meetings subject to this chapter consistent with  
3 applicable state and federal civil rights laws, including, but not  
4 limited to,—the *any applicable* language access and other  
5 nondiscrimination obligations of Section 11135 and Subchapter  
6 V (commencing with Section 2000d) of Chapter 21 of Title 42 of  
7 the United States Code. *obligations.*

8 (b) (1) Notwithstanding any other provision of law, the  
9 legislative body of a local agency may use teleconferencing for  
10 the benefit of the public and the legislative body of a local agency  
11 in connection with any meeting or proceeding authorized by law.  
12 The teleconferenced meeting or proceeding shall comply with all  
13 requirements of this chapter and all otherwise applicable provisions  
14 of law relating to a specific type of meeting or proceeding.

15 (2) Teleconferencing, as authorized by this section, may be used  
16 for all purposes in connection with any meeting within the subject  
17 matter jurisdiction of the legislative body. All votes taken during  
18 a teleconferenced meeting shall be by rollcall.

19 (3) If the legislative body of a local agency elects to use  
20 teleconferencing, it shall post agendas at all teleconference  
21 locations and conduct teleconference meetings in a manner that  
22 protects the statutory and constitutional rights of the parties or the  
23 public appearing before the legislative body of a local agency.  
24 Each teleconference location shall be identified in the notice and  
25 agenda of the meeting or proceeding, and each teleconference  
26 location shall be accessible to the public. During the teleconference,  
27 at least a quorum of the members of the legislative body shall  
28 participate from locations within the boundaries of the territory  
29 over which the local agency exercises jurisdiction, except as  
30 provided in subdivision (d). The agenda shall provide an  
31 opportunity for members of the public to address the legislative  
32 body directly pursuant to Section 54954.3 at each teleconference  
33 location.

34 (4) For the purposes of this section, “teleconference” means a  
35 meeting of a legislative body, the members of which are in different  
36 locations, connected by electronic means, through either audio or  
37 video, or both. Nothing in this section shall prohibit a local agency  
38 from providing the public with additional teleconference locations.

39 (c) (1) No legislative body shall take action by secret ballot,  
40 whether preliminary or final.

1 (2) The legislative body of a local agency shall publicly report  
2 any action taken and the vote or abstention on that action of each  
3 member present for the action.

4 (3) Prior to taking final action, the legislative body shall orally  
5 report a summary of a recommendation for a final action on the  
6 salaries, salary schedules, or compensation paid in the form of  
7 fringe benefits of a local agency executive, as defined in  
8 subdivision (d) of Section 3511.1, during the open meeting in  
9 which the final action is to be taken. This paragraph shall not affect  
10 the public's right under the California Public Records Act (Chapter  
11 3.5 (commencing with Section 6250) of Division 7 of Title 1) to  
12 inspect or copy records created or received in the process of  
13 developing the recommendation.

14 (d) (1) Notwithstanding the provisions relating to a quorum in  
15 paragraph (3) of subdivision (b), if a health authority conducts a  
16 teleconference meeting, members who are outside the jurisdiction  
17 of the authority may be counted toward the establishment of a  
18 quorum when participating in the teleconference if at least 50  
19 percent of the number of members that would establish a quorum  
20 are present within the boundaries of the territory over which the  
21 authority exercises jurisdiction, and the health authority provides  
22 a teleconference number, and associated access codes, if any, that  
23 allows any person to call in to participate in the meeting and the  
24 number and access codes are identified in the notice and agenda  
25 of the meeting.

26 (2) Nothing in this subdivision shall be construed as  
27 discouraging health authority members from regularly meeting at  
28 a common physical site within the jurisdiction of the authority or  
29 from using teleconference locations within or near the jurisdiction  
30 of the authority. A teleconference meeting for which a quorum is  
31 established pursuant to this subdivision shall be subject to all other  
32 requirements of this section.

33 (3) For purposes of this subdivision, a health authority means  
34 any entity created pursuant to Sections 14018.7, 14087.31,  
35 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare  
36 and Institutions Code, any joint powers authority created pursuant  
37 to Article 1 (commencing with Section 6500) of Chapter 5 of  
38 Division 7 for the purpose of contracting pursuant to Section  
39 14087.3 of the Welfare and Institutions Code, and any advisory  
40 committee to a county-sponsored health plan licensed pursuant to



Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

~~SEC. 3.~~

~~SEC. 5.~~ Sections ~~1.1~~ 3.1 and ~~2.1~~ 4.1 of this bill incorporate amendments to Section 54953 of the Government Code proposed by both this bill and Assembly Bill 339. Those sections of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2022, but this bill becomes operative first, (2) each bill amends Section 54953 of the Government Code, and (3) this bill is enacted after Assembly Bill 339, in which case Section 54953 of the Government Code, as amended by Sections ~~1~~ 3 and ~~2~~ 4 of this bill, shall remain operative only until the operative date of Assembly Bill 339, at which time Sections ~~1.1~~ 3.1 and ~~2.1~~ 4.1 of this bill shall become operative.

~~SEC. 4.~~

~~SEC. 6.~~ It is the intent of the Legislature in enacting this act to improve and enhance public access to *state and* local agency meetings during the COVID-19 pandemic and future applicable emergencies, by allowing broader access through teleconferencing options consistent with the Governor's Executive Order No. N-29-20 dated March 17, 2020, permitting expanded use of teleconferencing during the COVID-19 pandemic.

~~SEC. 5.~~

~~SEC. 7.~~ The Legislature finds and declares that Sections ~~1~~ 3 and ~~2~~ 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure minimum standards for public participation and notice requirements allowing for greater public participation in teleconference meetings during applicable emergencies.

1     *SEC. 8. (a) The Legislature finds and declares that during the*  
2     *COVID-19 public health emergency, certain requirements of the*  
3     *Bagley-Keene Open Meeting Act (Article 9 (commencing with*  
4     *Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of*  
5     *the Government Code) were suspended by Executive Order*  
6     *N-29-20. Audio and video teleconference were widely used to*  
7     *conduct public meetings in lieu of physical location meetings, and*  
8     *public meetings conducted by teleconference during the COVID-19*  
9     *public health emergency have been productive, have increased*  
10    *public participation by all members of the public regardless of*  
11    *their location in the state and ability to travel to physical meeting*  
12    *locations, have protected the health and safety of civil servants*  
13    *and the public, and have reduced travel costs incurred by members*  
14    *of state bodies and reduced work hours spent traveling to and from*  
15    *meetings.*

16    *(b) The Legislature finds and declares that Section 1 of this act,*  
17    *which adds and repeals Section 89305.6 of the Education Code,*  
18    *Section 2 of this act, which adds and repeals Section 11133 of the*  
19    *Government Code, and Sections 3 and 4 of this act, which amend,*  
20    *repeal, and add Section 54953 of the Government Code, all*  
21    *increase and potentially limit the public's right of access to the*  
22    *meetings of public bodies or the writings of public officials and*  
23    *agencies within the meaning of Section 3 of Article I of the*  
24    *California Constitution. Pursuant to that constitutional provision,*  
25    *the Legislature makes the following findings to demonstrate the*  
26    *interest protected by this limitation and the need for protecting*  
27    *that interest:*

28    *(1) By removing the requirement that public meetings be*  
29    *conducted at a primary physical location with a quorum of*  
30    *members present, this act protects the health and safety of civil*  
31    *servants and the public and does not preference the experience of*  
32    *members of the public who might be able to attend a meeting in a*  
33    *physical location over members of the public who cannot travel*  
34    *or attend that meeting in a physical location.*

35    *(2) By removing the requirement for agendas to be placed at*  
36    *the location of each public official participating in a public meeting*  
37    *remotely, including from the member's private home or hotel room,*  
38    *this act protects the personal, private information of public officials*  
39    *and their families while preserving the public's right to access*  
40    *information concerning the conduct of the people's business.*

1     ~~SEC. 6.~~

2     ~~SEC. 9.~~ This act is an urgency statute necessary for the  
3 immediate preservation of the public peace, health, or safety within  
4 the meaning of Article IV of the California Constitution and shall  
5 go into immediate effect. The facts constituting the necessity are:  
6     In order to ensure that *state and* local agencies can continue  
7 holding public meetings while providing essential services like  
8 water, power, and fire protection to their constituents during public  
9 health, wildfire, or other states of emergencies, it is necessary that  
10 this act take effect immediately.

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## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** May 10, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Monica Walker, Human Resources Manager

**SUBJECT:** Adopt Resolution Approving Publicly Available Pay Schedule Effective May 10, 2022 Pursuant to the Public Employee's Retirement Law (PERL), Public Employees Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR)

**BACKGROUND:** Based on recent classification and salary changes, staff proposes to adopt a resolution approving the current salary schedule for public posting. Per CalPERS Circular Letter 200-00320 issued January 8, 2020 (Exhibit A), the Public Employees' Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR) require employees to be paid pursuant to a publicly available pay schedule that meets the requirements of CCR Section 570.5(a) to qualify as both compensation earnable and pensionable compensation that is reportable to the California Public Employees' Retirement System (CalPERS).

While the City has historically met all requirements for publication of pay schedules, action to adopt a single unified pay schedule is required by the CalPERS Circular Letter. Adoption of the unified pay schedule does not affect the salary or compensation paid to any City employee, but merely restates pay rates that have already been approved by the City Council at public meetings.

**DISCUSSION:** At this time, changes to the salary schedule are needed to reflect salary changes resulting from tentative agreements with the City's Police and Fire bargaining units, which were approved by City Council during the April 12 and April 26, 2022 meetings, respectively; the addition of the Deputy Director, Community Services job classification and salary which was approved by City Council on January 11, 2022; and nomenclature changes to the Facilities Technician I/II, Custodian, and Community Services Officer job classifications (no salary changes).

There are eight (8) requirements that must be met by a publicly available pay schedule for it to be used to determine pay rates per the new CalPERS Circular Letter:

- 1) Be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws.
- 2) Identify the position title for every employee position.
- 3) Show the pay rate as a single amount or multiple amounts within a range for each identified position.
- 4) Indicate the time base, including, but not limited to, whether the time base is hourly, daily, bi-

weekly, monthly, bi-monthly, or annually.

5) Be posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's website.

6) Indicate an effective date and date of any revisions.

7) Is retained by the employer and available for public inspection for not less than five years.

8) Does not reference another document in lieu of disclosing the pay rate.

Historically, the City of San Bruno has consistently met all requirements for publicly available pay schedules. A compliant salary schedule is retained for at least five years, posted on the City's website, and available for public inspection in the Human Resources Department.

The City's governing body (City Council) has approved every tentative agreement or side letter containing salary increases that arise from negotiations with the City's various bargaining units. Subsequently, City Council grants approval of a "single document" salary schedule as required by CalPERS. Going forward, each time there is an action to delete or add a classification or change the salary range for any position on the salary schedule, the City will include the authorization to amend the unified salary schedule when the City Council approved the change to any salary range or classification.

**FISCAL IMPACT:** There is no fiscal impact. Fiscal impacts from salary increases were approved in previous resolutions or actions. Adoption of the unified salary schedule does not affect the salary or compensation of any City employee.

**ENVIRONMENTAL IMPACT:** There is no environmental impact.

**RECOMMENDATION:** Adopt Resolution Approving Publicly Available Pay Schedule Effective May 10, 2022 Pursuant to the Public Employee's Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR).

**ALTERNATIVES:** Do not adopt a publicly available pay schedule pursuant to the Public Employees' Retirement Law and risk potential penalties.

**ATTACHMENTS:**

1. Resolution
2. Salary Schedule
3. CalPERS Circular Letter 200-00320 issued January 8, 2020

**RESOLUTION NO. 2022 -**

**ADOPT RESOLUTION APPROVING PUBLICLY AVAILABLE PAY SCHEDULE EFFECTIVE MAY 10, 2022, PURSUANT TO THE PUBLIC EMPLOYEES' RETIREMENT LAW (PERL), PUBLIC EMPLOYEES' PENSION REFORM ACT OF 2013 (PEPRA), AND TITLE 2 OF THE CALIFORNIA CODE OF REGULATIONS (CCR)**

**WHEREAS**, the Public Employees' Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR) require employee pay rates to be paid pursuant to a publicly available pay schedule that meets the requirements of CCR Section 570.5(a) to qualify as both compensation earnable and pensionable compensation that is reportable to CalPERS; and

**WHEREAS**, publicly available pay schedules must be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws; and,

**WHEREAS**, publicly available pay schedules must identify the position title for every employee position; and

**WHEREAS**, publicly available pay schedules must show the pay rate as a single amount or multiple amounts within a range for each identified position; and

**WHEREAS**, publicly available pay schedules must indicate the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually; and

**WHEREAS**, publicly available pay schedules must be posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's website; and

**WHEREAS**, publicly available pay schedules must indicate an effective date and date of any revisions; and

**WHEREAS**, publicly available pay schedules must be retained by the employer and available for public inspection for not less than five years; and

**WHEREAS**, publicly available pay schedules must not reference another document in lieu of disclosing the pay rate; and

**WHEREAS** The City of San Bruno has historically adopted publicly available pay schedules that conform with state law, and that adoption of a unified pay schedule per CalPERS Circular Letter 200-00320 will not change the salary or compensation of any City employee.

**NOW, THEREFORE, BE IT RESOLVED**, that the San Bruno City Council hereby approves the Publicly Available Pay Schedule Effective May 10, 2022 (Attachment 2) Pursuant to the Public Employees' Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR) attached as Exhibit A.

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I hereby certify that foregoing **Resolution No. 2022 -**  
was introduced and adopted by the San Bruno City Council at a regular meeting on  
May 10, 2022, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

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Vicky Hasha  
Deputy City Clerk

**CITY OF SAN BRUNO MONTHLY SALARY SCHEDULE**  
**CITY COUNCIL RESOLUTION NO. 2022-xx MAY 10, 2022**

<b>CLASSIFICATION</b>						
CITY ATTORNEY	Exempt (By Contract) Effective 02/07/2021					20,031
CITY MANAGER	Exempt (By Contract) Effective 01/03/2022					21,517
<b>CLASSIFICATION</b>	<b>BARGAINING UNIT</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
ACCOUNTANT	Mid-Management	6,561	6,906	7,268	7,650	8,052
ACCOUNTING & CUSTOMER SERVICE REP I	Miscellaneous	4,524	4,762	5,012	5,275	5,552
ACCOUNTING & CUSTOMER SERVICE REP II	Miscellaneous	5,202	5,475	5,762	6,065	6,383
ACCOUNTING & CUSTOMER SERVICE REP III	Miscellaneous	5,983	6,297	6,628	6,976	7,342
ACCOUNTING MANAGER	Mid-Management	9,488	9,986	10,511	11,062	11,643
ASSISTANT CITY MANAGER	Exempt (Management Benefits)	15,423	16,233	17,085	17,982	18,926
ASSISTANT ENGINEER	Mid-Management	7,202	7,580	7,978	8,397	8,837
ASSISTANT PLANNER	Mid-Management	6,429	6,766	7,121	7,495	7,889
ASSISTANT TO CITY MANAGER	Exempt (Mid-Management Benefits)	9,488	9,986	10,511	11,062	11,643
ASSOCIATE CIVIL ENGINEER	Mid-Management	8,282	8,717	9,174	9,656	10,163
ASSOCIATE PLANNER	Mid-Management	7,392	7,780	8,189	8,619	9,071
BUILDING INSPECTOR I	Mid-Management	6,589	6,935	7,299	7,682	8,086
BUILDING INSPECTOR II	Mid-Management	7,392	7,780	8,189	8,619	9,071
CATV BUSINESS MANAGER	Mid-Management	9,488	9,986	10,511	11,062	11,643
CATV DIRECTOR (CITYNET SERVICES DIRECTOR)	Management	14,968	15,753	16,581	17,451	18,367
CATV HEADEND TECHNICIAN	Miscellaneous	6,915	7,278	7,660	8,062	8,485
CATV PROGRAMMING TECHNOLOGY MANAGER	Mid-Management	7,614	8,014	8,434	8,877	9,343
CATV SYSTEM ENGINEER	Mid-Management	9,488	9,986	10,510	11,062	11,643
CATV TECHNICIAN I	Miscellaneous	5,924	6,235	6,562	6,906	7,269
CATV TECHNICIAN II	Miscellaneous	6,102	6,422	6,759	7,114	7,488
CATV TECHNICIAN III	Miscellaneous	6,285	6,615	6,962	7,328	7,713
CHIEF BUILDING OFFICIAL	Mid-Management	10,035	10,561	11,116	11,699	12,314
CITY CLERK	Exempt (Mid-Management Benefits)	9,211	9,695	10,204	10,740	11,304
CITYNET SERVICES TECHNICAL MANAGER	Mid-Management	8,613	9,065	9,541	10,042	10,569
<b>CODE ENFORCEMENT OFFICER I</b>	<b>Police</b>	<b>6,401</b>	<b>6,737</b>	<b>7,091</b>	<b>7,463</b>	<b>7,855</b>
<b>CODE ENFORCEMENT OFFICER II</b>	<b>Police</b>	<b>7,041</b>	<b>7,411</b>	<b>7,800</b>	<b>8,209</b>	<b>8,640</b>
COMMUNITY DEVELOPMENT DIRECTOR	Management	14,047	14,785	15,561	16,378	17,238
COMMUNITY DEVELOPMENT TECHNICIAN I	Miscellaneous	5,305	5,584	5,877	6,186	6,511
COMMUNITY DEVELOPMENT TECHNICIAN II	Miscellaneous	6,102	6,422	6,759	7,114	7,488
COMMUNITY SERVICES DIRECTOR	Management	14,134	14,876	15,657	16,479	17,344
<b>COMMUNITY SERVICES OFFICER</b>	<b>Police</b>	<b>4,782</b>	<b>5,033</b>	<b>5,297</b>	<b>5,575</b>	<b>5,868</b>
COMMUNITY SERVICES SUPERINTENDENT	Mid-Management	9,371	9,862	10,380	10,925	11,499
COMPUTER SUPPORT TECHNICIAN	Miscellaneous	6,077	6,396	6,732	7,085	7,457

CLASSIFICATION	BARGAINING UNIT	Step 1	Step 2	Step 3	Step 4	Step 5
<b>CUSTODIAN</b>	Miscellaneous	4,837	5,091	5,358	5,639	5,935
CUSTODIAN LEAD	Miscellaneous	5,563	5,855	6,162	6,485	6,825
DEPUTY CITY CLERK	Exempt (Miscellaneous Benefits)	5,829	6,135	6,457	6,796	7,153
<b>DEPUTY DIRECTOR, COMMUNITY SERVICES</b>	Mid-Management	10,801	11,368	11,965	12,593	13,254
DEPUTY PUBLIC WORKS DIR - PW Admin & Engineering	Mid-Management	11,341	11,937	12,564	13,223	13,917
DEPUTY PUBLIC WORKS DIR - PW Utilities & Operations	Mid-Management	10,801	11,368	11,965	12,593	13,254
DEPUTY PUBLIC WORKS DIR - PW Utilities & Operations with PE	Mid-Management	11,341	11,937	12,564	13,223	13,917
ECONOMIC DEVELOPMENT MANAGER	Exempt (Mid-Management Benefits)	9,488	9,986	10,511	11,062	11,643
ENGINEER TECH/PW INSPECTOR	Miscellaneous	6,961	7,326	7,711	8,116	8,542
EXECUTIVE ASSISTANT	Miscellaneous	5,716	6,016	6,332	6,664	7,014
EXECUTIVE ASSISTANT TO THE CITY MANAGER	Exempt (Miscellaneous Benefits)	6,419	6,756	7,111	7,484	7,877
<b>FACILITIES TECHNICIAN I</b>	Miscellaneous	5,305	5,584	5,877	6,186	6,511
<b>FACILITIES TECHNICIAN II</b>	Miscellaneous	6,102	6,422	6,759	7,114	7,488
FIELD SUPERVISOR	Mid-Management	6,746	7,100	7,473	7,865	8,278
FIELD SUPERVISOR - CATV	Mid-Management	6,746	7,100	7,473	7,865	8,278
FIELD SUPERVISOR - PARKS	Mid-Management	6,746	7,100	7,473	7,865	8,278
FINANCE DIRECTOR	Management	14,047	14,785	15,561	16,378	17,238
FINANCIAL SERVICES MANAGER	Mid-Management	9,488	9,986	10,511	11,062	11,643
FINANCIAL SERVICES SUPERVISOR	Mid-Management	7,524	7,919	8,335	8,772	9,233
FIRE BATTALION CHIEF	Public Safety Mid-Management	12,523	13,180	13,872	14,600	15,367
<b>FIRE CAPTAIN</b>	<b>Fire</b>	<b>10,294</b>	<b>10,834</b>	<b>11,403</b>	<b>12,002</b>	<b>12,632</b>
FIRE CHIEF	Management	14,968	15,753	16,581	17,451	18,367
<b>FIRE INSPECTOR</b>	<b>Fire</b>	<b>7,869</b>	<b>8,282</b>	<b>8,717</b>	<b>9,175</b>	<b>9,657</b>
<b>FIREFIGHTER</b>	<b>Fire</b>	<b>8,507</b>	<b>8,954</b>	<b>9,424</b>	<b>9,919</b>	<b>10,440</b>
<b>FIREFIGHTER RECRUIT</b>	<b>Fire</b>	<b>7,656</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
FOOD SERVICES COORDINATOR	Miscellaneous	5,601	5,895	6,204	6,530	6,873
HUMAN RESOURCES MANAGER	Exempt (Mid-Management Benefits)	9,488	9,986	10,511	11,062	11,643
INFORMATION TECHNOLOGY ASSOCIATE	Mid-Management	6,989	7,356	7,742	8,148	8,576
INFORMATION TECHNOLOGY MANAGER	Mid-Management	9,673	10,181	10,715	11,278	11,870
LEAD CUSTOMER SERVICE & TECH SUPPORT REP	Miscellaneous	6,701	7,053	7,423	7,813	8,223
LEAD MAINTENANCE WORKER	Miscellaneous	6,102	6,422	6,759	7,114	7,488
LEGAL SECRETARY	Exempt (Miscellaneous Benefits)	6,419	6,756	7,111	7,484	7,877
LIBRARIAN I	Miscellaneous	5,565	5,857	6,165	6,489	6,830
LIBRARIAN II	Miscellaneous	6,399	6,735	7,089	7,461	7,853
LIBRARY ASSISTANT I	Miscellaneous	4,236	4,458	4,692	4,938	5,197
LIBRARY ASSISTANT II	Miscellaneous	4,872	5,128	5,397	5,680	5,978
LIBRARY SERVICES COORDINATOR	Miscellaneous	5,601	5,895	6,204	6,530	6,873
LIBRARY SERVICES MANAGER	Mid-Management	8,685	9,141	9,621	10,126	10,657
MAINTENANCE SERVICES MANAGER SERIES	Mid-Management	8,613	9,065	9,541	10,042	10,569
MAINTENANCE WORKER I	Miscellaneous	4,614	4,856	5,111	5,379	5,661



CLASSIFICATION	BARGAINING UNIT	Step 1	Step 2	Step 3	Step 4	Step 5
MAINTENANCE WORKER II	Miscellaneous	5,305	5,584	5,877	6,186	6,511
MANAGEMENT ANALYST I	Mid-Management (HR - Exempt Mid-Management Benefits)	6,651	7,000	7,368	7,755	8,162
MANAGEMENT ANALYST II	Mid-Management (HR - Exempt Mid-Management Benefits)	7,647	8,049	8,471	8,916	9,384
MECHANIC I	Miscellaneous	5,305	5,584	5,877	6,186	6,511
MECHANIC II	Miscellaneous	6,102	6,422	6,759	7,114	7,488
NUTRITION PROGRAM MANAGER	Mid-Management	6,746	7,100	7,473	7,865	8,278
PARKS AND FACILITIES MANAGER	Mid-Management	8,974	9,446	9,942	10,464	11,013
PARKS MAINTENANCE TECHNICIAN I {UTILITY I - TREE I}	Miscellaneous	5,305	5,584	5,877	6,186	6,511
PARKS MAINTENANCE TECHNICIAN II {UTILITY II - TREEII}	Miscellaneous	6,102	6,422	6,759	7,114	7,488
PLANNING AND HOUSING MANAGER	Mid-Management	9,488	9,986	10,511	11,062	11,643
POLICE CHIEF	Management	14,968	15,753	16,581	17,451	18,367
<b>POLICE CLERK I</b>	<b>Police</b>	<b>5,133</b>	<b>5,403</b>	<b>5,687</b>	<b>5,986</b>	<b>6,300</b>
<b>POLICE CLERK II</b>	<b>Police</b>	<b>5,648</b>	<b>5,944</b>	<b>6,256</b>	<b>6,584</b>	<b>6,930</b>
POLICE CAPTAIN	Public Safety Mid-Management	14,143	14,886	15,667	16,490	17,356
POLICE COMMUNICATIONS & RECORDS SUPERVISOR	Mid-Management	9,695	10,204	10,739	11,303	11,897
<b>POLICE CORPORAL</b>	<b>Police</b>	<b>9,203</b>	<b>9,686</b>	<b>10,195</b>	<b>10,730</b>	<b>11,293</b>
POLICE LIEUTENANT	Public Safety Mid-Management	12,572	13,232	13,927	14,658	15,428
<b>POLICE OFFICER</b>	<b>Police</b>	<b>8,561</b>	<b>9,010</b>	<b>9,483</b>	<b>9,981</b>	<b>10,505</b>
<b>POLICE RECRUIT</b>	<b>Police</b>	<b>7,705</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
POLICE SERGEANT	Public Safety Mid-Management	10,137	10,669	11,229	11,819	12,440
PRINCIPAL CIVIL ENGINEER	Mid-Management	9,969	10,492	11,043	11,623	12,233
<b>PUBLIC SAFETY DISPATCHER I</b>	<b>Police</b>	<b>6,695</b>	<b>7,047</b>	<b>7,417</b>	<b>7,806</b>	<b>8,216</b>
<b>PUBLIC SAFETY DISPATCHER II</b>	<b>Police</b>	<b>7,363</b>	<b>7,750</b>	<b>8,157</b>	<b>8,585</b>	<b>9,036</b>
PUBLIC WORKS DIRECTOR	Management	14,968	15,753	16,581	17,451	18,367
PUMP MECHANIC I	Miscellaneous	5,305	5,584	5,877	6,186	6,511
PUMP MECHANIC II	Miscellaneous	6,102	6,422	6,759	7,114	7,488
RECREATION SERVICES COORDINATOR	Miscellaneous	5,601	5,895	6,204	6,530	6,873
RECREATION SERVICES MANAGER	Mid-Management	7,961	8,378	8,818	9,281	9,769
RECREATION SERVICES SUPERVISOR	Mid-Management	6,746	7,100	7,473	7,865	8,278
SECRETARY	Miscellaneous	5,196	5,469	5,756	6,058	6,376
<b>SENIOR CODE ENFORCEMENT OFFICER</b>	<b>Police</b>	<b>7,924</b>	<b>8,340</b>	<b>8,778</b>	<b>9,239</b>	<b>9,724</b>
SENIOR PLANNER	Mid-Management	8,744	9,203	9,686	10,195	10,730
SYSTEMS ADMINISTRATOR	Mid-Management	7,762	8,170	8,599	9,050	9,525
WAREHOUSE CLERK	Miscellaneous	4,614	4,856	5,111	5,379	5,661
WATER QUALITY TECHNICIAN I	Miscellaneous	5,305	5,584	5,877	6,186	6,511
WATER QUALITY TECHNICIAN II	Miscellaneous	6,102	6,422	6,759	7,114	7,488
WATER SYSTEM & CONSERVATION MANAGER	Mid-Management	8,613	9,065	9,541	10,042	10,569



California Public Employees' Retirement System  
P.O. Box 942715 | Sacramento, CA 94229-2715  
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

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## Payroll

# Circular Letter

January 8, 2020

Circular Letter: 200-003-20

Distribution: IV, VI, X, XII, XVI

**To:** All CalPERS Contracted Agencies (Public Agency, Schools, and State)  
**Subject:** Statutory and Regulatory Requirements for Publicly Available Pay Schedules

### Purpose

The purpose of this Circular Letter is to inform all CalPERS Contracted Agencies of the requirements for providing CalPERS with a Publicly Available Pay Schedule in compliance with the Public Employees' Retirement Law (PERL), Public Employees' Pension Reform Act of 2013 (PEPRA), and Title 2 of the California Code of Regulations (CCR).

### Purpose of Publicly Available Pay Schedules

Under the PERL and PEPRA, compensation earnable and pensionable compensation are determined in accordance with amounts identified on publicly available pay schedules.

### Compensation Earnable

Under Government (Gov.) Code sections 20636 and 20636.1, compensation earnable means the pay rate and special compensation of the member, as further defined by those statutes.

Pay rate for contracting agency and school members is deemed the normal monthly rate of pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis during normal working hours, pursuant to publicly available pay schedules. Pay rate for contracting agency and school members who are not in a group or class is deemed the monthly rate of pay or base pay of the member, paid in cash and pursuant to publicly available pay schedules, for services rendered on a full-time basis during normal working hours, subject to specified limitations.

Pay rate for state members is deemed the average monthly remuneration paid in cash out of funds paid by the employer to similarly situated members of the same group or class of employment, in payment for the member's services or for time during which the member is excused from work, as further specified by subdivision (g) of Gov. Code 20636, pursuant to publicly available pay schedules.

### **Pensionable Compensation**

Pursuant to Gov. Code section 7522.34, pensionable compensation of a new member of any public retirement system means the normal monthly rate of pay or base pay of the member paid in cash to similarly situated members of the same group or class of employment for services rendered on a full-time basis during normal working hours, pursuant to publicly available pay schedules, subject to specified limitations.

### **Requirements of Publicly Available Pay Schedules**

Subdivision (a) of CCR section 570.5 defines the requirements for a publicly available pay schedule used to determine pay rates.

Pay rates shall be limited to the amount listed on a pay schedule that must meet all the following eight (8) requirements:

1. Be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws
2. Identify the position title for every employee position
3. Show the pay rate as a single amount or multiple amounts within a range for each identified position
4. Indicate the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually
5. Be posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's website
6. Indicate an effective date and date of any revisions
7. Is retained by the employer and available for public inspection for not less than five years
8. Does not reference another document in lieu of disclosing the pay rate

Here is an example of a compliant pay schedule, to the extent it has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws, it is posted on the employer's website, and it is retained by the employer and available for public inspection for not less than five years:

<b>City of CalPERS</b> <b>Salary Schedule for Fiscal Year 17-18</b> <b>Effective as of 07/01/2017</b>						
<b>Classification</b>	<b>Rate Type</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
City Manager	Monthly	\$10,500	\$11,000	\$11,500	\$12,000	\$12,500
City Counsel	Monthly	\$10,000	\$10,500	\$11,000	\$11,500	\$12,000
City Clerk	Monthly	\$5,500	\$6,000	\$6,500	\$7,000	\$7,500
Call Center Representative	Monthly	\$5,000	\$5,500	\$6,000	\$6,500	\$7,000
Analyst	Monthly	\$5,000	\$5,500	\$6,000	\$6,500	\$7,000
Assistant	Monthly	\$4,500	\$5,000	\$5,500	\$6,000	\$6,500
<b>Revised as of 09/01/2017 and adopted by the Board as of 09/15/2017</b>						

## Special Compensation

Pursuant to CCR section 571 for classic members, and CCR section 571.1 for new members under PEPR, special compensation items are defined under an exclusive list. Each special compensation item shall be reported separately from pay rate, in accordance with the criteria described in those regulations. Therefore, a publicly available pay schedule in which the special compensation items are reflected in the pay rates does not comply with CCR section 570.5.

## Absence of Publicly Available Pay Schedule

If an employer fails to meet the requirements of subdivision (a) of CCR section 570.5, under subdivision (b), the board may determine in its sole discretion an amount that will be considered as pay rate, taking into consideration all information it deems relevant including, but not limited to, the following:

- Documents approved by the employer's governing body in accordance with requirements of public meeting laws and maintained by the employer
- Last pay rate listed on a pay schedule that conforms to the requirements of subdivision (a) with the same employer for the position at issue
- Last pay rate for the member that is listed on a pay schedule that conforms with the requirements of subdivision (a) with the same employer for a different position
- Last pay rate for the member in a position that was held by the member and that is listed on a pay schedule that conforms to the requirements of subdivision (a) of a former CalPERS employer.

## Importance of Publicly Available Pay Schedule

Publicly available pay schedules are required by CalPERS and are a critical component to verify all members' pay rates when calculating members' retirement benefits. Maintaining a compliant publicly available pay schedule will support transparency and expedite CalPERS' review process.

Failure to provide CalPERS with a compliant publicly available pay schedule may result in a retirement benefit being delayed.

## Questions

It is the employer's responsibility to comply with all terms and conditions set forth in the employer's contract with CalPERS and to ensure all reportable information is compliant with the PERL, PEPR, and the CCR.

If you have any questions or concerns, contact the CalPERS Customer Contact Center at **888 CalPERS** (or 888-225-7377), or email [MOU\\_Review@calpers.ca.gov](mailto:MOU_Review@calpers.ca.gov).

Renee Ostrander, Chief  
Employer Account Management Division



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** May 10, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan Grogan, City Manager

**PREPARED BY:** Ann Mottola, Director

**SUBJECT:** Adopt Resolution Authorizing the City Manager to Amend the Agreement with Callander and Associates Landscape Architecture for Additional Design Services for Centennial Plaza in an Amount Not to Exceed \$26,112

**BACKGROUND:** Centennial Plaza is located at the intersection of Jenevein Avenue and San Mateo Avenue and serves as the visual entrance for those that enter Downtown via Jenevein Avenue. The Plaza is currently closed to members of the public and barricaded with ropes because the area has never been landscaped for public use and subsurface footings from a prior structure on the site have not been mitigated or removed. The Plaza includes a variety of plants that lack curb appeal and plantings in the middle of the Plaza which serve as a dividing barrier within the space.

On April 21, 2021, staff presented the Downtown Streetscape Greening and Landscaping and Park Improvements to the City Council at a special meeting/study session. The presentation included projects which aim to enhance and beautify segments of San Mateo Avenue (Downtown), including temporary solution to renovate Centennial Plaza.

The current San Mateo Streetscape Plan, adopted by City Council in October 2019, included a longer-term, more elaborate vision of Centennial Plaza as an active urban park that would offer programming such as large flexible event space or performance area, permanent play structures, or alternatively to use it for potential development. The longer-term plan for this site requires planning, community input on design, and significant funding. The temporary plan presented to City Council intended to use a combination of City staff and contractor services to implement a professionally developed design that would be a shorter-term solution with materials that could be easily removed for a future, more permanent vision of the adopted Streetscape Plan.

On May 25, 2021, Council accepted a plan to activate Centennial Plaza with improvements that would open it up for outdoor dining and included flexible space for members of the community to gather. The plan was to make use of materials that could be altered should a more complete park development project be desired for that site. Council allocated \$150,000 of Park In Lieu Funds to the project.

**DISCUSSION:** On July 5, 2021, the City entered into an agreement with Callander Associates Landscape Architecture (CALA) for \$25,628, to develop a conceptual design to activate

Centennial Park with a short-term design solution. The scope of this initial agreement was limited to a schematic site plan and planting plan. This initial scope resulted in two design concepts that defined the park into areas that could be dedicated for community gatherings, passive use, and outdoor dining. Per the scope of the agreement, the plans were conceptual in nature and did not include landscape details as the initial effort was to create a plan that was temporary in nature and could be executed with a combination of Park Maintenance staff performing demolition, and a landscape contractor implementing the conceptual plan.

On October 28, 2021, a first amendment to CALA's agreement was issued in the amount of \$44,403 to address technical issues that came to light as work progressed at the Plaza. The grading of the site is of concern as it impacts accessibility and drainage. To remedy this issue, the first amendment included a surveyor to perform a topographic survey of the site. Additionally, the desire to activate the space as a location for performances indicated the need for examination of electrical by an electrical engineer. Additionally, staff felt it would create a more cohesive park space by including in the scope the alleyway between Centennial Park and West Coast Café.

With the complexity of the project increasing, the scope of the first amendment included bid-ready plans with landscape details to include a demolition plan, grading and earthwork plan, irrigation plan, and stormwater management. CALA also offered alternative materials in this solution so the City would have more potentially cost-effective options to cover the expanded area. The design with this expanded option used an aviation theme to illustrate the variety of materials that could be used to activate the space.

On April 5, 2022, the first and second set of renderings were presented to the City Council Downtown Committee for feedback and direction on how to proceed. The direction was to continue with the footprint of the project to include the alley between Centennial Park and West Coast Café, and to use the theme-neutral design approach in the first set of renderings, vs assigning any sort of theme to the park.

To finalize the design of Centennial Plaza, CALA will need to amend the design services for the project. Staff has reviewed a proposal from CALA for the additional scope of design work and is recommending that City Council authorize an amendment to the agreement with CALA. With the approved original agreement amount of \$25,628, first amendment of \$44,403, the recommended second amendment amount of \$26,112, the new total agreement amount for design would be \$96,143.

**FISCAL IMPACT:** The initial design contract with CALA was \$25,628. The first contract amendment to include bid-level documents, a site survey, expanded site design, and electrical engineering consultation was \$44,403. The second amendment for design services for the final schematic drawings is \$26,112. This second amendment brings the total to \$96,143, exceeding the City Manager's signing authority.

Original Design Contract (CALA)	\$ 25,628
First Amendment	\$ 44,403
Second Amendment	\$ 26,112
Total	\$ 96,143

On May 25, 2021, Council accepted a plan to improve Centennial Plaza and allocated \$150,000

of Park In Lieu Funds to the project. There are adequate funds to cover the additional design services. The final construction cost will be determined once the design is finalized.

**ENVIRONMENTAL IMPACT:** There is no environmental impact.

**RECOMMENDATION:** Adopt resolution authorizing the City Manager to amend the agreement with Callander and Associates Landscape Architecture for additional design services for Centennial Plaza in an amount not to exceed \$26,112.

**ALTERNATIVES:** 1. Do not approve the contract amendment with CALA and direct staff to issue a new request for proposal for the additional work. The cost of this alternative will not be cost effective due to bringing on a new consultant to design a relatively small amount of work.

2. Do not approve the contract amendment with CALA and postpone the project.

**ATTACHMENTS:** 1. Resolution



**RESOLUTION NO. 2022- \_\_\_\_**

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT  
WITH CALLANDER AND ASSOCIATES LANDSCAPE ARCHITECTURE FOR  
ADDITIONAL DESIGN SERVICES FOR CENTENNIAL PLAZA  
IN AN AMOUNT NOT TO EXCEED \$26,112**

**WHEREAS**, Centennial Park is located at the intersection of Jenevein Avenue and San Mateo Avenue and serves as a visual entry to San Bruno's Downtown; and

**WHEREAS**, on April 21, 2021, City Council approved the Downtown Streetscape Greening and Landscaping and Park Improvements to San Mateo Avenue, including a renovation of Centennial Park; and

**WHEREAS**, on May 25, 2021, Council accepted a plan to activate Centennial Plaza with improvements and allocated \$150,000 of Park In Lieu Funds to the project; and

**WHEREAS**, the City entered into an agreement with Callander and Associates Landscape Architecture on July 5, 2021 in the amount of \$26,628 to develop a site-specific plan for improvements to the park; and

**WHEREAS**, after identifying certain issues at the site that required a site survey, electrical engineering, and an increase in the project area, an amendment to the agreement with Callander and Associates Landscape Architecture was issued on October 28, 2021 in the amount of \$44,403; and

**WEHREAS**, several renderings were presented to the City Council Downtown Committee for direction on design of the plan; and

**WHERAS**, an amendment to the contract is required to complete the design of Centennial Plaza.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby authorizes the City Manager to amend the agreement with Callander and Associates Landscape Architecture for additional design services in an amount not to exceed \$26,112.

Dated: May 10, 2022

ATTEST:

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Vicky S. Hasha, Deputy City Clerk

---oOo---

I, Vicky S. Hasha, Deputy City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted

by the City Council of the City of San Bruno this 10th day of May  
2022 by the following vote:

AYES: Councilmembers: \_\_\_\_\_

NOES: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers: \_\_\_\_\_



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

**DATE:** May 10, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**PREPARED BY:** Ann Mottola, Community Services Director

**SUBJECT:** Adopt Resolution Authorizing the City Manager to Execute an Agreement with Loral Landscaping, Inc. for the Renovation of the College Drive Median from Skyline to Sheryl Drive in an Amount Not to Exceed \$99,839

**BACKGROUND:** In 2018, members of the Pacific Heights neighborhood reached out to the City to express their desire for an improvement to the College Drive median landscaping. The community had organized to support an effort to enhance their neighborhood with landscaping improvements to their private property, and planting trees in the City's right of way on College Drive. They also coordinated clean up events on College Drive to remove weeds and debris.

In 2019, community members from this neighborhood began planting trees on the College Drive median between Skyline and Sheryl Drive and again approached the City to make landscaping improvements to the median. The City did not have the resources for a maintenance project of this scope; however, they did run irrigation to the median to support the newly planted trees.

With a continued interest from the Pacific Heights neighborhood in making substantial maintenance improvements to the median, and with no funding available for this project, City Staff and community members endeavored to find community partners to contribute to the project. Skyline College demonstrated interest in the project, however, they were interested in seeing a plan before they would formally support the project.

In November 2020, D.R. Horton offered to donate in-kind services to the project and provided a landscape architect to develop a landscaping and planting plan for the median. The schematic plan was substantially complete in April 2021. The plan proposed to retain the trees planted by the community, replace the current groundcover with drought-tolerant plants, and incorporate areas of decorative hardscaping.

City staff consulted with Loral Landscaping, Inc. to review the plan and gain insight on proposed material placement, selection, and substitutions. The final plan from D.R. Horton was complete in June 2021 and included material considerations from the community, Loral, and Staff. The City also asked Loral to provide and estimate for the project with and without hardscaping. Loral estimated the softscape elements to be \$80,000. The estimate with hardscaping ranged from \$100,000 to \$120,000 depending on the type of hardscaping used. The City used this estimate to create a budget range for the project and to begin to create a funding plan.

City Council approved a budget enhancement in the FY 2021-22 budget of \$30,000 in the Parks Maintenance operations budget for the College Drive median project. Staff and community members continued to work to identify community partners to fund the balance of the project.

In April 2022, after review of the schematic plan developed by D.R. Horton and using that plan to support a funding request within their agency, Skyline College notified the City that they would contribute \$40,000 to improve the median on College Drive between Skyline and Sheryl Drive.

**DISCUSSION:** This project has been in development for several years and has been a collaboration between the City and the community. Community partners are funding more than half of the total project cost, including the trees planted on the median that will be incorporated into the design, the schematic design and planting plan donated by D.R. Horton, and the contribution from Skyline College. The total project cost is \$125,839. The community's contribution is \$66,000 or 52.45%.

**Project Cost**

Trees (In-Kind provided by Pacific Heights Community)	\$ 8,000
Schematic Design and Planting Plan (In-Kind provided by D.R. Horton)	\$ 18,000
Project Funding (Skyline College)	\$ 40,000
Project Funding (City of San Bruno)	\$ 59,839
<b>Total Project Cost</b>	<b>\$125.839</b>

Staff reviewed the proposal from Loral Landscaping, Inc. for the project scope and worked with Loral to value engineer the hardscaping elements and negotiate the final cost. Staff also worked to replace the type of mulch used in Loral's initial proposal and decrease density of plantings. The cost was reduced from \$119,918 to \$99,839.

As this is a landscape maintenance project that would only replace existing materials, it is not a public works project that requires formal or informal competitive bidding per the Uniform Public Construction Cost Accounting Act, which the City has previously adopted. Due to their community participation in the project and assistance with advising the schematic plan, and due to the collaborative value engineering of their proposal, Staff is recommending the City Council authorize an agreement with Loral for an amount not to exceed \$99,839.

**FISCAL IMPACT:** The full cost of the median landscaping, including labor, is \$99,839. City Council approved a budget enhancement in the 2021-22 budget of \$30,000 in the Parks Maintenance operations budget for the College Drive median project. The remaining \$29,839 needed to complete this project is available in the Parks Maintenance operations budget.

**College Drive Median Funding**

Parks Maintenance Operations Budget – Allocated in the FY 2021-22	\$ 30,000
Parks Maintenance Operations Budget – Additional Request	\$ 29,839
Skyline College Contribution	\$ 40,000
<b>Total</b>	<b>\$ 99,839</b>

The full \$99,839 will be charged to the Parks Maintenance operations budget and the reimbursement from Skyline College will be credited back to the City at the project completion.

**ENVIRONMENTAL IMPACT:** There is no environmental impact.

**RECOMMENDATION:** Adopt resolution authorizing the City Manager to execute an agreement with Loral Landscaping, Inc. for the renovation of the College Drive median from Skyline to Sheryl Drive in an amount not to exceed \$99,839.

**ALTERNATIVES:** 1. Do not approve the contract with Loral Landscaping, Inc., and direct staff to issue a new request for proposal for the work.  
2. Do not approve the project and direct staff to identify alternative funding for the project.

**ATTACHMENTS:** 1. Resolution

**RESOLUTION NO. 2022- \_\_\_\_**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH LORAL LANDSCAPING, INC.  
FOR THE RENOVATION OF THE COLLEGE DRIVE MEDIAN FROM SKYLINE TO  
SHERYL DRIVE IN AN AMOUNT NOT TO EXCEED \$99,839**

**WHEREAS**, in 2018, members of the Pacific Heights community reached out to the City expressing their desire to partner in renovating the College Drive median between Skyline and Sheryl Drive; and

**WHEREAS**, the Pacific Heights community has donated approximately \$8,000 in plantings in the neighborhood and median to beautify their neighborhood; and

**WHEREAS**, D.R. Horton donated design services valued at approximately \$18,000 to develop a landscaping and planting plan for the median that incorporated the trees planted by the community with additional drought tolerant plantings and decorative hardscaping elements; and

**WHEREAS**, Skyline College has agreed to support the project in an amount not to exceed \$40,000; and

**WHEREAS**, Staff has reviewed a proposal by Loral Landscaping, Inc. to renovate the College Drive median for an amount not to exceed \$99,839 to perform all work necessary for the project.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby authorizes the City Manager to enter into an agreement with Loral Landscaping, Inc. in an amount not to exceed \$99,839.

Dated: May 10, 2022

ATTEST:

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Vicky S. Hasha, Deputy City Clerk

---oOo---

I, Vicky S. Hasha, Deputy City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 10th day of May 2022 by the following vote:

AYES: Councilmembers: \_\_\_\_\_

NOES: Councilmembers \_\_\_\_\_

ABSENT: Councilmembers: \_\_\_\_\_



## City Council Agenda Item Staff Report

CITY OF SAN BRUNO

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**DATE:** May 10, 2022

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Jovan D. Grogan, City Manager

**SUBJECT:** Receive Progress Report on Fiscal Year 2021-22 City Council Strategic Initiatives and Provide Direction on New or Modified Priority Focus Areas and Related Strategic Initiatives for the Fiscal Year 2022-23 that Begins on July 1, 2022

### BACKGROUND:

Annually, prior to the start of the next fiscal year, the City Council meets to review staffs' progress on the City Council's Priority Focus Areas and the related Strategic Initiatives that support each focus area. At the meeting, the City Council also discusses and sets Priority Focus Areas and Strategic Initiatives for the next fiscal year. On May 10, 2022, the City Council will undertake this priority and initiative setting process for the upcoming fiscal year (FY 2022-23).

A Priority Focus Area is a particular area of organizational focus for the City of San Bruno's government, as defined by the City Council annually. The focus areas can and do change over time based on interest, need, and resources.

A Strategic Initiative is a specific effort that must align to one or more of the City Council's Priority Focus Areas. It requires a work effort that is above normal operations and capital maintenance. Often, a Strategic Initiative requires direct leadership and guidance from the City Manager and department directors. Some initiatives can be accomplished within an annual cycle, while others are multi-year efforts.

On March 12 and 13, 2021, the City Council held a Strategic Planning meetings that was facilitated by Patrick Ibarra from The Mejorado Group. At the meetings, the City Council received an update on the Strategic Initiatives for the 2021-22 fiscal year and discussed the departmental work programs related to the initiatives. Additionally, on April 24, 2021, the City Council held its final Strategic Planning and Goal Setting meeting to discuss which initiatives that were not yet complete would continue into the next fiscal year as well as confirm, modify and adopt new initiatives and Priority Focus Areas for the current 2021-22 fiscal year. At the meeting, the City Council voted on a Priority Category for each Strategic Initiative. The categories are: 1 - Extremely Important, 2 - Highly Important, and 3 – Important.



## DISCUSSION:

The City Council's adopted Priority Focus Areas for the current fiscal year (FY 2021-22) are:

- Implement Transit Corridor Vision to Revitalize Downtown and Commercial Corridor
- Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure
- Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality
- Continue to Strengthen Community Connections, Engagement and Communication
- Protect and Improve Community Aesthetics and Safety
- Continue Proactive Planning for the Future of San Bruno
- Strong Governance, Organizational Health and Employee Success

*The focus areas are not listed in any order of preference or priority.*

There are a total of 49 Strategic Initiatives that align to the Priority Focus Areas for the current fiscal year (FY 2021-22). They are listed below.

### FY 2021-2022 Priority Focus Areas & Strategic Initiatives, with Priority Categories

Priority Focus Areas & Strategic Initiatives		Council's Priority Category  1 - Extremely Important 2 - Highly Important 3 - Important
<b>Implement Transit Corridor Vision to Revitalize Downtown and Commercial Corridor</b>		
<b>1.0</b>	<b>Downtown Parking Management Plan</b>	
	1.1 - Installation of Parking Meters Downtown	3
	1.2 - Way finding Signage	3
<b>2.0</b>	<b>Downtown Parking Strategies for Short Term Parking</b>	2
	2.1 - Installation of Temporary Loading Zones	3
<b>3.0</b>	<b>Short-term Downtown Improvements</b>	
	3.1 - Trash Receptacles	1
	3.2 - Newspaper Racks	1
<b>4.0</b>	<b>Downtown Streetscape Plan</b>	3
	4.1 - Downtown Greening/Landscape Plan	3
	4.2 - Posy Park Improvements	3
	4.3 - Centennial Plaza Improvements	3

<b>Assure Rehabilitation &amp; Replacement of Critical Community Facilities and Infrastructure</b>		
<b>5.0</b>	<b>Community Fiber Upgrade</b>	<b>1</b>
<b>6.0</b>	<b>Traffic Calming Measures, including Speed Bumps and Repaving</b>	<b>2</b>
<b>7.0</b>	<b>Adopt-a-Drain Program</b>	<b>1</b>
<b>8.0</b>	<b>On-Call Concrete Repair</b>	
<b>Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality</b>		
<b>9.0</b>	<b>City Shared Services, including Grant Writing</b>	<b>1</b>
<b>10.0</b>	<b>Comprehensive Fiscal Sustainability Project</b>	<b>1</b>
	10.1 - Charter City - focused on Commercial transfer tax	1
	10.2 - Short-term Rentals	1
	10.3 - Cannabis Regulations	1
	10.4 - Stormwater	1
	10.5 - Execute a Cost Allocation Plan (CAP) and User Fee Study (UF)	2
	10.6 - Cardroom Tax	1
	10.7 - Transition to a Rotational Mayor Process	
	10.8 - Term Limits for the Mayor and City Councilmembers	
	10.9 - Campaign Finance Contribution Limits	
<b>11.0</b>	<b>Review of Water/Sewer Rates</b>	<b>2</b>
	11.1 - Water Rate Study	2
	11.2 - Sewer Rate Study	2
<b>Continue to Strengthen Community Connections, Engagement and Communication</b>		
<b>12.0</b>	<b>Channel 1 Updates / Hybrid Meeting</b>	<b>3</b>
<b>13.0</b>	<b>Summer Saturdays or Sundays for Street Closures</b>	<b>2</b>
<b>14.0</b>	<b>East/West Street Sweeping Alignment</b>	<b>1</b>
<b>15.0</b>	<b>Citywide Parking Programs</b>	<b>1</b>
<b>Protect and Improve Community Aesthetics and Safety</b>		
<b>16.0</b>	<b>Wildland Risk Mitigation</b>	
	16.1 - Crestmoor Wildfire Mitigation Project	1

	16.2 - Citywide Wildfire Mitigation Project & Public Education Programs Covering Fire Safety and Emergency Preparedness	1
<b>17.0</b>	<b>Clean San Bruno</b>	<b>1</b>
<b>18.0</b>	<b>Reduced Speed Limits near School Sites to 15mph / Safe Routes to Schools</b>	<b>1</b>
<b>Continue Proactive Planning for the Future of San Bruno</b>		
<b>19.0</b>	<b>Adopt an Affordable Housing Fund Implementation Plan</b>	<b>1</b>
<b>20.0</b>	<b>Affordable Housing, including Development Partnership</b>	<b>1</b>
<b>21.0</b>	<b>Bayhill Specific Plan and YouTube Phase I Planning Entitlement Approvals</b>	<b>1</b>
<b>22.0</b>	<b>Implement Online Permitting</b>	<b>1</b>
<b>23.0</b>	<b>Economic Development Program</b>	<b>3</b>
	23.1 - Small Business Attraction Program (w/ Chamber)	
<b>24.0</b>	<b>Climate Action Plan</b>	<b>1</b>
<b>Strong Governance, Organizational Health and Employee Success</b>		
<b>25.0</b>	<b>Communication Plan</b>	<b>1</b>
<b>26.0</b>	<b>Strong Council Governance</b>	<b>2</b>
	26.1 - Council Policies Procedures Manual Development	2
	26.2 - Personnel Board Transition	2
	26.3 - District Elections	2
	26.4 - HEART Committee Review	2
	26.5 - TSPC Committee Review	2
	26.6 - Culture & Arts Committee Review	3
<b>27.0</b>	<b>Citywide Metrics</b>	<b>1</b>

**Additional / Expanded Initiatives Added During the Fiscal Year**

As a part of the City Council's "Strong Council Governance" initiative, the body embarked on a process to develop a comprehensive policy and procedures manual (SI 25.1). The draft manual states that Strategic Initiatives will be set annual and "only reprioritized by vote of the Council annually at the City Council Retreat, unless altered as prescribed [below]...

*From time to time, the need for a new City Council Strategic Initiatives may arise outside of the Council's annual priority setting process. When this occurs, a Councilmember may request that the topic of their proposed Strategic Initiative be placed under the "Comments from Councilmembers" section on the agenda of regularly scheduled meeting...At such meeting, the Councilmember shall articulate why the new Strategic Initiative is of critical importance and requires immediate action from the City Council to consider and/or be prioritized above existing Strategic Initiatives. Upon a majority vote of the City Council, the Council may request the City Manager and/or the City Attorney analyze the impact on other priorities if directed to work on the requested item and provide the City Council with an estimated timeframe and resources needed for the work effort at a subsequent Council meeting.*

The City Council has utilized the above process in the draft policies and procedures manual to add the following Strategic Initiatives to the staff work-program during the course of the fiscal year.

- Analysis of additional potential ballot measures (October 26, 2021)
  - Increase in the City's Cardroom Tax
  - Transition to a Rotational Mayor Process
  - Campaign Finance Contribution Limits
  - Implementation of Term Limits for the Mayor and City Councilmembers
- Expansion of the Safe Routes to Schools Project to examine an immediate effort to reduce speed limits near school sites to 15mph (October 26, 2021)
- Initiate a process for the City to obtain an on-call concrete repair contract (December 14, 2021)

The above new initiatives have been incorporated into the above table and the update matrix for this meeting, May 10, 2022 (Attachment 1).

Additionally, via requests for Closed Sessions, the City Council has initiated conversations related to two potential property acquisitions at 201 Balboa Way and 556 San Mateo Avenue. Both efforts are on-going.

Lastly, while not specifically listed as a Strategic Initiative but in alignment with several of Council's Priority Focus Areas, a major work effort related to the Tanforan retail mall site was authorized by the City Council during the current fiscal year. An update on this effort is below.

- Reimagining Tanforan
  - On July 27, 2021, the City Council authorized the City Manager to finalize and release the Reimagining Tanforan Land Use Fact Sheet, which articulates a vision for redevelopment of the site that includes office, retail, and entertainment uses as well as a minimum of 1,000 housing units. Alexandria Real Estate Equities purchased the 44-acre site in January 2022. Staff is actively working with Alexandria to launch a master planning process in

alignment to the vision outlined in Fact Sheet. The master planning process is anticipated to launch in Q1 of next fiscal year.

Inclusive of the May 10, 2022 meeting, a total of four status updates on each of the Strategic Initiatives have been provided to the City Council during the current fiscal year. The dates of these status updates and attachments related to each update are outlined in the following table.

Meeting Date	Agenda Title	Attachments
May 10, 2022	Receive Progress Report on Fiscal Year 2021-22 City Council Strategic Initiatives and Provide Direction on New or Modified Priority Focus Areas and Related Strategic Initiatives for the Fiscal Year 2022-23 that Begins on July 1, 2022	1 – 5/10/22 Update Matrix
February 16 & 17, 2022	City Council and Senior Leadership Team (SLT) Retreat	2 – 2/15/22 Update Matrix
October 26, 2021	City Council Special Meeting Receive First Quarterly Update on FY 2021-22 City Council Strategic Initiatives, with a Focus on Strategic Initiatives Related to City Ballot Measures for the November 2022 General Election	3 – 10/26/21 Update Matrix
August 24, 2021	City Council Study Session: Strategic Initiatives Update and Council Request for Discussion of Downtown Ad Hoc Committee	4 – 8/24/21 PowerPoint 5 – 8/24/21 Update Matrix

The current status of the 49 Strategic Initiatives can be found on Attachment 1. A summary table of the status figures is below.

Summary Status	No.	%
1 - Active Project	30	61%
2 - Anticipated to Start Later this FY	2	4%
3 - Unlikely to Start this FY	11	22%
Complete	6	12%
<b>Total</b>	<b>49</b>	<b>100%</b>

#### RECOMMENDATION:

Receive Progress Report on Fiscal Year 2021-22 City Council Strategic Initiatives and Provide Direction on New or Modified Priority Focus Areas and Related Strategic Initiatives for the Fiscal Year 2022-23 that Begins on July 1, 2022.

**DISTRIBUTION:**

None

**ATTACHMENTS:**

1. 5/10/22 City Council Strategic Initiative Update Matrix
2. 2/15/22 City Council Strategic Initiative Update Matrix
3. 10/26/21 City Council Strategic Initiative Update Matrix
4. 8/24/21 City Council Strategic Initiative Update PowerPoint
5. 8/24/21 City Council Strategic Initiative Update Matrix

**DATE PREPARED:**

May 5, 2022

## **Attachment**

1. 5/10/22 City Council Strategic Initiative Update Matrix

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title	Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping</i>	Project Update / Comments For May 10, 2022	
Implement Transit Corridor Vision to Revitalize Downtown and Commercial Corridor						
1.0	Downtown Parking Management Plan					
	1.1 - Installation of Parking Meters Downtown	3	Police	1 - Active Project	\$225,000	City Council study session held on March 1, 2022. Staff working to finalize implementation plans (recommended vendors, parking meter location, rate recommendations and funding sources). Followup study session in Q1 of FY 2022-23. Anticipated to start in Q1 FY 2022-23. Project manager to be assigned to contract PM via recently approved contract.
	1.2 - Way finding Signage	3	Public Works / Police	3 - Unlikely to Start this FY		
2.0	Downtown Parking Strategies for Short Term Parking	2	Public Works	1 - Active Project		
	2.1 - Installation of Temporary Loading Zones	3	Public Works / Police	3 - Unlikely to Start this FY		Initiation loading zones installed. Additional analysis of loading and double parking issues in Downtown is on-hold pending identification of staff resource to undertake or oversee the effort.
3.0	Short-term Downtown Improvements					
	3.1 - Trash Receptacles	1	Public Works	1 - Active Project	\$130,000	Nearly complete. New trash receptacles installed. Minor adjustments and modifications on-going.
	3.2 - Newspaper Racks	1	Public Works	2 - Anticipated to Start Later this FY	\$30,000	On-hold, pending identification of staff resource to undertake or oversee the effort.
4.0	Downtown Streetscape Plan	3	Public Works / Community Services			
	4.1 - Downtown Greening/Landscape Plan	3	Community Services	3 - Unlikely to Start this FY	Unfunded	On-hold, pending identification of staff resource to undertake or oversee the effort. Council's request at the Q2 update to launch this initiative with a plant tree effort along Jenevein Ave in Downtown requires funding for landscape architectural services to assess subterranean infrastructure as well as design and develop cost estimates. Landscape architectural services for feasibility study estimated to cost \$25,000. Projected cost for full design services and estimated construction costs will be determined through the feasibility study.
	4.2 - Posy Park Improvements	3	Community Services	3 - Unlikely to Start this FY	\$575,000	Anticipated to start in Q1 FY 2022-23. County Measure K grant awarded on May 4, 2022 for \$200K. City funding of \$375K appropriated from Park In-lieu funds. Staff assessment of the project budget occurring through the FY 22-28 CIP budgeting process.
	4.3 - Centennial Plaza Improvements	3	Community Services	1 - Active Project	\$150,000	Conceptual designs created and under revision. Amendment to landscape architectural contract on May 10, 2022 agenda. Pending council approval, staff will proceed with final design and construction document development. Construction bid process anticipated to occur in Q2 of FY 2022-23.
Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure						
5.0	Community Fiber Upgrade	1	CityNet Services	1 - Active Project	Pilot Projects Funded by CityNet Operating Budget / Citywide Project Unfunded	Pilot Fiber-to-the-Home (FTTH) projects: Skyline Ridge (installed), Marisol (nearing completion), Spyglass/Sea Cliff Way (planned for June/July 2022) and Florida Park (on-hold). Consultant selected and work has commenced on the CityNet enterprise and business plan assessment issue. CityNet study session planned for Q1 FY 2022-23.



**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title		Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some Initiatives may require additional funding after initial analysis and project scoping</i>	Project Update / Comments For May 10, 2022
6.0	Traffic Calming Measures, including Speed-Bumps and Repaving	2	Public Works	Complete	N/A	Completed. Revisions to the Traffic Calming Toolkit was completed and presented to TSPC on September 2, 2020. Additional work related to this topic will be addressed through Strategic Initiative 26.5 – TSPC Committee Review.
7.0	Adopt-a-Drain Program	1	Public Works	3 - Unlikely to Start this FY	TBD	On-hold, pending identification of staff resource to undertake or oversee the effort.
8.0	On-Call Concrete Repair		Public Works	1 - Active Project	TBD	On December 14, 2021, the City Council directed staff to investigate obtaining on-call concrete repair contract to allow for a more expediated process for sidewalk repairs. The PW department is work on this request and anticipates returning to Council with a report in Q2 of FY 2022-23.

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title		Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments For May 10, 2022
<b>Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality</b>						
9.0	City Shared Services, including Grant Writing	1	City Manager's Office	1 - Active Project	\$60,000	RFP responses reviewed. Vendor selection underway.
10.0	Comprehensive Fiscal Sustainability Project	1				
	10.1 - Charter City - focused on Commercial transfer tax	1	City Attorney / Finance	1 - Active Project	Funded	Staff research underway. City Council Study Session on March 29 for initial ballot feedback and direction.
	10.2 - Short-term Rentals	1	Finance	1 - Active Project	Funded	City Attorney is finalizing Voluntary Collection Agreements with two short-term rental platforms. Revenue estimates are being finalized through the FY 2022-23 budgeting process.
	10.3 - Cannabis Regulations	1	City Attorney	1 - Active Project	\$40,000	City Council Study Session held in February 2022. Council action on Cannabis zoning code ordinance and related municipal code amendments anticipated to go before the City Council in September 2022 for final action/adoption.
	10.4 - Stormwater / Infrastructure Financing	1	City Manager's Office / Finance	1 - Active Project	TBD	Potential ballot measure research/analysis underway as per Council direction. This effort has been expanded to include analysis of infrastructure funding for other critical City facilities. Next City Council meeting on this topic scheduled for June 7, 2022.
	10.5 - <del>Execute a Cost Allocation Plan (CAP) and User Fee Study (UF)</del>	2	Finance	Complete	N/A	Completed.
	10.6 - Cardroom Tax		City Manager's Office / City Attorney	1 - Active Project	TBD	Research and analysis to potentially increase the City's cardroom tax is underway as per Council direction. Next City Council meeting on this topic scheduled for June 7, 2022.
	10.7 - Transition to a Rotational Mayor Process		City Manager's Office / City Attorney	1 - Active Project	TBD	Potential ballot measure research/analysis underway as per Council direction. Next City Council meeting on this topic scheduled for June 7, 2022.
	10.8 - Term Limits for the Mayor and City Councilmembers		City Manager's Office / City Attorney	1 - Active Project	TBD	Potential ballot measure research/analysis underway as per Council direction. Next City Council meeting on this topic scheduled for June 7, 2022.
	10.9 - Campaign Finance Contribution Limits		City Manager's Office / City Attorney	1 - Active Project	TBD	City Council has directed staff to return an Ordinance the City Council can adopt to impose local campaign contribution limits of \$500 for individuals and \$1,000 for corporations. Staff is analyzing the ability to implement the Ordinance for effect in the Council elections for the 2022 or 2024.
11.0	Review of Water/Sewer Rates	2	Public Works			
	11.1 - Water Rate Study	2	Public Works	1 - Active Project	\$60,000	Combined Water & Wastewater Rate Study underway. Finalized study scheduled to be completed in December 2022. A project update memo for the City Council is being prepared and is estimated to be distributed in May/June 2022. Staff has executed a contract with the consultant for the study and a kick off meeting will in May.
	11.2 - Sewer Rate Study	2	Public Works	1 - Active Project	\$60,000	Combined Water & Wastewater Rate Study underway. Finalized study scheduled to be completed in December 2022. A project update memo for the City Council is being prepared and is estimated to be distributed in May/June 2022. Staff has executed a contract with the consultant for the study and a kick off meeting will in May.

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title		Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments For May 10, 2022
<b>Continue to Strengthen Community Connections, Engagement and Communication</b>						
12.0	Channel 1 Updates / Hybrid Meeting	3	CityNet Services	1 - Active Project	\$250,000	Channel to be upgraded with additional High-Definition feed. Upgrade funded as a CIP with \$250,000 from City ARPA funds. Implementation underway. Project completion estimated in July 2022.
13.0	Summer Saturdays or Sundays for Street Closures	2	City Manager's Office	3 - Unlikely to Start this FY	Unfunded	On-hold, pending identification of staff resource to undertake or oversee the effort.
14.0	East/West Street Sweeping Alignment	1	Public Works / Police	1 - Active Project	TBD	Initial work commenced on this project through the Recology franchise agreement negotiation. Acquiring a cost estimated from Recology to assume citywide street sweeping through as addition to their franchise operations. Staff analyzing capital and ongoing enforcement costs.
15.0	Citywide Parking Programs	1	Police	1 - Active Project	TBD	Initial investigations of strategies to enhance parking enforcement underway. In commercial districts, this strategy may be linked to or combined with implementation of parking meters (Initiative 1.1)
<b>Protect and Improve Community Aesthetics and Safety</b>						
16.0	Wildland Risk Mitigation		Fire			
	16.1 - Crestmoor Wildfire Mitigation Project	1	Fire	1 - Active Project	\$3.2M	1.) CCC Crews have completed 2 - 8 Day Spikes clearing 100' Defensible Space around structures at the rim of Crestmoor Canyon April 2022. 2.) Contractor with Masticator will be clearing all fire roads in Crestmoor Canyon by Mid-May. 3.) Crestmoor Canyon Wildfire Mitigation Plan in development. 4.) Identifying potential CEQA consultants with experience in wildfire mitigation projects. CEQA RFP release delayed to Q3/Q4.
	16.2 - Citywide Wildfire Mitigation Project & Public Education Programs Covering Fire Safety and Emergency Preparedness	1	Fire	1 - Active Project	\$150,000	1.) Crystal Springs Road Evacuation Route Clearance project complete. 2.) Crystal Springs Road Tree removal 3.) 2021 Community Chipping Program event completed. 4.) 2022 Community Chipping Program scheduled. 5.) Hired new Fire Inspector to support staffing for the program. Developing citywide parcels that will likely require wildfire fuel mitigation (assessing parcels and collecting contact information). 6.) Jericho contract for Wildfire Mitigation will begin in May 7.) RFP for Citywide Wildfire Mitigation work being developed.
17.0	Clean San Bruno	1	City Manager's Office	1 - Active Project	TBD	Abandoned Waste Pilot Program with Recology has been extended through 2022. Permanent continuance is TBD, based on franchise extension or amendment decisions. Negotiations with Recology are underway.
18.0	Reduced Speed Limits near School Sites to 15mph / Safe Routes to Schools	1	Public Works	1 - Active Project	TBD	Safe Routes to Schools project underway, estimated to be completed by December 2022. Followup to Council's request related to 15mph speed limits provided at April 12, 2022 City Council meeting. Item to be agendaized for an upcoming Executive Meeting between City and SBPSD representatives.

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title		Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping</i>	Project Update / Comments For May 10, 2022
<b>Continue Proactive Planning for the Future of San Bruno</b>						
19.0	Adopt an Affordable Housing Fund Implementation Plan	1	Com and Econ Dev	1 - Active Project	\$70,000	City to release RFP for consultant support and award in FY22-23
20.0	Affordable Housing, including Development Partnership	1	Com and Econ Dev	1 - Active Project	Amount TBD - City Affordable Housing Fund	Conversations with various affordable housing developers underway. Potential partnerships are pending site identification and additional funding in the City's affordable housing fund.
<del>21.0</del>	<del>Bayhill Specific Plan and YouTube Phase I Planning Entitlement Approvals</del>	<del>1</del>	<del>Com and Econ Dev</del>	<del>Complete</del>	<del>N/A</del>	<del>Bayhill Specific Plan adopted. YouTube Phase I construction underway.</del>
22.0	Implement Online Permitting	1	Com and Econ Dev	1 - Active Project	TBD, to be funded by technology fees	Vendor identified and contract executed. Implementation underway. Estimated system migration and completion in Summer 2023.
23.0	Economic Development Program	3	Com and Econ Dev / City Manager's Office	2 - Anticipated to Start Later this FY	New position funded	Recruitment of the Economic Development Manager position unsuccessful. City Manager's Office organizational restructure being analyzed. Recommendations planned to be submitted to the City Council in May/June 2022.
	23.1 - Small Business Attraction Program (w/ Chamber)		Com and Econ Dev / City Manager's Office	3 - Unlikely to Start this FY	N/A	On-hold, pending identification of staff resource to undertake or oversee the effort.
24.0	Climate Action Plan	1	Com and Econ Dev	1 - Active Project	\$10,000 grant from PCE	Citywide sustainability study session conducted for March 8. Council directed staff to partner with available fellowship programs and San Mateo County for assistance. Anticipated draft completion by 2024.
<b>Strong Governance, Organizational Health and Employee Success</b>						
25.0	Communication Plan	1	City Manager's Office	1 - Active Project		Finalization delayed. Submission to the City Council planned for May 2022.
26.0	Strong Council Governance	2	City Manager's Office			
	26.1 - Council Policies Procedures Manual Development	2	City Manager's Office	1 - Active Project	N/A	Nearly complete. Pending calendaring of City Council study session to finalize draft document.
	<del>26.2 - Personnel Board Transition</del>	<del>2</del>	<del>City Manager's Office</del>	<del>Complete</del>	<del>N/A</del>	<del>Complete.</del>
	<del>26.3 - District Elections</del>	<del>2</del>	<del>City Clerk</del>	<del>Complete</del>	<del>\$100,000</del>	<del>Map development and adoption complete. City to continue community education efforts ahead of November 2022 election.</del>
	26.4 - HEART Committee Review	2	City Manager's Office	3 - Unlikely to Start this FY	N/A	Staff support for the Committee assigned from the City Manager's Office. Committee review discussed planned to begin in Q1 of FY 2022-23.
	26.5 - TSPC Committee Review	2	Public Works	3 - Unlikely to Start this FY	N/A	On-hold, pending identification of staff resource to undertake or oversee the effort.
	26.6 - Culture & Arts Committee Review	3	Community Services	3 - Unlikely to Start this FY	N/A	On-hold, pending identification of staff resource to undertake or oversee the effort.
27.0	Citywide Metrics	1	City Manager's Office	3 - Unlikely to Start this FY	Unfunded	On-hold, pending identification of staff resource to undertake or oversee the effort.

## **Attachment**

### **2. 2/15/22 City Council Strategic Initiative Update Matrix**

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title		Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments For Oct. 26, 2021
<b>Implement Transit Corridor Vision to Revitalize Downtown and Commercial Corridor</b>						
<b>1.0</b>	<b>Downtown Parking Management Plan</b>					
	1.1 - Installation of Parking Meters Downtown	3	Police	1 - Active Project	\$225,000	Comprehensive solution coming to Council March 1, 2022 - Parking meters (Types, locations, rate zones, policies, etc.) - Permit parking facilitation - ALPR-based parking enforcement
	1.2 - Way finding Signage	3	Public Works / Police	2 - Anticipated to Start Later this FY		On-hold, pending personnel/consultant resources and alignment to implementation of Initiative 1.1 for consistent parking signage throughout downtown.
<b>2.0</b>	<b>Downtown Parking Strategies for Short Term Parking</b>					
	2.1 - Installation of Temporary Loading Zones	3	Public Works / Police	2 - Anticipated to Start Later this FY		Staff evaluating additional loading zones in Downtown to be brought to TSPC and Council in Q3/Q4.
<b>3.0</b>	<b>Short-term Downtown Improvements</b>					
	3.1 - Trash Receptacles	1	Public Works	1 - Active Project	\$130,000	Standard capacity receptacles delivered and installed. Big Bellies delivery expected February 2022, installation in Q4.
	3.2 - Newspaper Racks	1	Public Works	2 - Anticipated to Start Later this FY	\$30,000	On-hold. Plan to be reactivated in Q4, pending staff resource identification.
<b>4.0</b>	<b>Downtown Streetscape Plan</b>					
	4.1 - Downtown Greening/Landscape Plan	3	Community Services	2 - Anticipated to Start Later this FY	Unfunded	The request to the Citizen's Revenue Oversight Committee on 9/8/21 was declined.
	4.2 - Posy Park Improvements	3	Community Services	2 - Anticipated to Start Later this FY	Unfunded	County Measure K grant of \$200K ready to be awarded pending local identification of remaining budge, est. at \$375K.
	4.3 - Centennial Plaza Improvements	3	Community Services	1 - Active Project	\$150,000	Initial design created. Next steps are to schedule a meeting with the City Council's Downtown Subcommittee and the Parks and Recreation Committee for feedback.
<b>Assure Rehabilitation &amp; Replacement of Critical Community Facilities and Infrastructure</b>						
<b>5.0</b>	<b>Community Fiber Upgrade</b>					
		1	CityNet Services	1 - Active Project	Pilot Projects Funded by CityNet Operating Budget / Citywide Project Unfunded	RFP for CityNet enterprise and business plan assessment issued. Vendor selection to begin in February 2022. CityNet study session planned for March 28, 2022.

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title		Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments For Oct. 26, 2021
6.0	Traffic Calming Measures, including Speed Bumps and Repaving	2	Public Works	Complete	N/A	Completed. Revisions to the Traffic Calming Toolkit was completed and presented to TSPC on September 2, 2020. Additional work related to this topic will be addressed through Strategic Initiative 26.5 - TSPC Committee Review.
7.0	Adopt-a-Drain Program	1	Public Works	3 - Unlikely to Start this FY	TBD	On-hold, pending identification of staff resources.

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title		Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments For Oct. 26, 2021
<b>Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality</b>						
8.0	City Shared Services, including Grant Writing	1	City Manager's Office	1 - Active Project	\$60,000	RFP responses reviewed. Vendor selection underway.
9.0	Comprehensive Fiscal Sustainability Project	1				
	9.1 - Charter City - focused on Commercial transfer tax	1	City Attorney / Finance	1 - Active Project	Unfunded	Staff research underway. City Council Study Session on March 29 for initial ballot feedback and direction.
	9.2 - Short-term Rentals	1	Finance	1 - Active Project	TBD	City Attorney is negotiating Voluntary Collection Agreement with Airbnb and working to obtain compliance with other platforms in partnership with Finance Department.
	9.3 - Cannabis Regulations	1	City Attorney	1 - Active Project	\$40,000 (in addition to CEQA review)	City Council Study Session held in February 2022. Staff addressing Council feedback and processing
	9.3 - Stormwater	1	City Manager's Office / Finance	1 - Active Project	TBD	Potential ballot measure research underway as per Council direction.
	9.4 - Execute a Cost Allocation Plan (CAP) and User Fee Study (UF)	2	Finance	Complete	N/A	Completed.
10.0	Review of Water/Sewer Rates	2	Public Works			
	10.1 - Water Rate Study	2	Public Works	1 - Active Project	\$60,000	The RFP for the combined Water & Wastewater Rate Study was advertised January 11, 2022. Proposals received February 11, 2022. Staff currently evaluating proposals.
	10.2 - Sewer Rate Study	2	Public Works	1 - Active Project	\$60,000	The RFP for the combined Water & Wastewater Rate Study was advertised January 11, 2022. Proposals received February 11, 2022. Staff currently evaluating proposals.



**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title		Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments For Oct. 26, 2021
11.0	Channel 1 Updates	3	CityNet Services	1 - Active Project	\$250,000	Channel to be upgraded with additional High-Definition feed. Upgrade funded as a CIP with \$250,000 from City ARPA funds. Current Status: Equipment required for upgrade received; Systems integration underway; Testing to commence by early March 2022
12.0	Summer Saturdays or Sundays for Street Closures	2	City Manager's Office	3 - Unlikely to Start this FY	Unfunded	On-hold, pending identification of staff resources to manage and oversee downtown events. Will be assigned to future Economic Development Director
13.0	East/West Street Sweeping Alignment	1	Public Works / Police	2 - Anticipated to Start Later this FY	Unfunded	Initial staff work to being on this initiative in Q4.
14.0	Citywide Parking Programs	1	Police	1 - Active Project	TBD	Initial investigations of strategies to enhance parking enforcement underway. In commercial districts, this strategy may be linked to or combined with implementation of parking meters (Initiative 1.1)
<b>Protect and Improve Community Aesthetics and Safety</b>						
15.0	Wildland Risk Mitigation		Fire			
	15.1 - Crestmoor Wildfire Mitigation Project	1	Fire	1 - Active Project	\$3.2M	Identifying potential CEQA consultants with experience in wildfire mitigation projects. CEQA RFP release delayed to Q3/Q4. 100 foot defensible space cleared around the rim of Crestmoor Canyon.
	15.2 - Citywide Wildfire Mitigation Project & Public Education Programs Covering Fire Safety and Emergency Preparedness	1	Fire	1 - Active Project	\$150,000	Crystal Springs Road Clearance project and Community Chipping Program event completed. Hired new Fire Inspector to support staffing for the program. Developing citywide parcels that will likely require wildfire fuel mitigation (assessing parcels and collecting contact information).
16.0	Clean San Bruno	1	City Manager's Office	1 - Active Project	TBD	Abandon Waste Pilot Program with Recology has been extended until June 2022. Permanent continuance is TBD, based on franchise extension or amendment decisions. Negotiations with Recology are underway.
17.0	Reduced Speed Limits near School Sites to 15mph / Safe Routes to Schools	1	Public Works	1 - Active Project	TBD (potentially \$250K)	Scheduled for Council discussion and feedback at March 22, 2022 regular meeting.

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title		Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments For Oct. 26, 2021
<b>Continue Proactive Planning for the Future of San Bruno</b>						
18.0	Adopt an Affordable Housing Fund Implementation Plan	1	Com and Econ Dev	2 - Anticipated to Start Later this FY	\$70,000	Planned to initiate RFP for consultant support and award in Q4.
19.0	Affordable Housing, including Development Partnership	1	Com and Econ Dev	1 - Active Project	Amount TBD - City Affordable Housing Fund	Conversations with various affordable housing developers underway. Potential partnerships are pending site identification.
20.0	Bayhill Specific Plan and YouTube Phase I Planning Entitlement Approvals	1	Com and Econ Dev	1 - Active Project	N/A	Entitlement complete. Building permit processing underway.
21.0	Implement Online Permitting Through e-TRAKit	1	Com and Econ Dev	1 - Active Project	TBD, to be funded by technology fees	City is working closely with MGO on possible project implementation launch. Delayed until Q4, due to limited staff resources.
22.0	Economic Development Program	3	Com and Econ Dev / City Manager's Office	2 - Anticipated to Start Later this FY	New position funded	City Manager's Office launched recruitment of the Economic Development Manager position in September.
	22.1 - Small Business Attraction Program (w/ Chamber)		Com and Econ Dev / City Manager's Office	3 - Unlikely to Start this FY	N/A	To be assigned to the new Economic Development Manager once hired.
23.0	Climate Action Plan	1	Com and Econ Dev	1 - Active Project	\$10,000 grant from PCE	Citywide sustainability study session planned for March 8
<b>Strong Governance, Organizational Health and Employee Success</b>						
24.0	Communication Plan	1	City Manager's Office	1 - Active Project		Finalization delayed. Submission to the City Council planned for February 2022.
25.0	Strong Council Governance	2	City Manager's Office			
	25.1 - Council Policies Procedures Manual Development	2	City Manager's Office	1 - Active Project	N/A	Nearly complete. Next Council Study Session on this topic tentatively scheduled for Feb.
	25.2 - Personnel Board Transition	2	City Manager's Office	Complete	N/A	Complete.
	25.3 - District Elections	2	City Clerk	1 - Active Project	\$100,000	Ongoing effort. Next City Council Public Hearing scheduled for February 22.
	25.4 - HEART Committee Review	2	City Manager's Office	2 - Anticipated to Start Later this FY	N/A	Staff support for the Committee assigned from the City Manager's Office. Efforts focused on supporting resolution development and working with the Committee to design and launch various events and programs for United Against Hate Week, Nov. 14-20, 2021. Committee review discussed planned for Q3/Q4.
	25.5 - TSPC Committee Review	2	Public Works	2 - Anticipated to Start Later this FY	N/A	Work on this initiative anticipated to start next fiscal year.
	25.6 - Culture & Arts Committee Review	3	Community Services	3 - Unlikely to Start this FY	N/A	On-hold, pending identification of staffing resources.

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title		Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments For Oct. 26, 2021
26.0	Citywide Metrics	1	City Manager's Office	3 - Unlikely to Start this FY	Unfunded	On-hold, pending identification of staffing/consultant and financial resources.

## **Attachment**

3. 10/26/21 City Council Strategic Initiative Update Matrix

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title	Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments For Oct. 26, 2021
<b>Implement Transit Corridor Vision to Revitalize Downtown and Commercial Corridor</b>					
<b>1.0 Downtown Parking Management Plan</b>					
1.1 - Installation of Parking Meters Downtown	3	Police	1 - Active Project	\$225,000	Initial investigation of parking meters and enforcement models underway. Project expanded due to overlap with parking enforcement and other parking needs
1.2 - Way finding Signage	3	Public Works / Police	2 - Anticipated to Start Later this FY		On-hold, pending personnel/consultant resources and alignment to implementation of Initiative 1.1 for consistent parking signage throughout downtown.
<b>2.0 Downtown Parking Strategies for Short Term Parking</b>	2	Public Works	1 - Active Project		
2.1 - Installation of Temporary Loading Zones	3	Public Works / Police	2 - Anticipated to Start Later this FY		Staff evaluating additional loading zones in Downtown to be brought to TSPC and Council in Q3/Q4.
<b>3.0 Short-term Downtown Improvements</b>					
3.1 - Trash Receptacles	1	Public Works	1 - Active Project	\$130,000	Standard capacity receptacles ordered in May 2021. Delivery expected in late-October (delay associated with vendor materials shortage). Assessment of level of effort to install in Oct/Nov. Installation Nov/Dec/Jan. Big Bellies ordered in October with delivery expected January 2022.
3.2 - Newspaper Racks	1	Public Works	2 - Anticipated to Start Later this FY	\$30,000	Will be assigned to the permanent PW Director. Work on this initiative anticipated to starting Q3/Q4.
<b>4.0 Downtown Streetscape Plan</b>	3	Public Works / Community Services			
4.1 - Downtown Greening/Landscape Plan	3	Community Services	3 - Unlikely to Start this FY	Unfunded	The request to the Citizen's Revenue Oversight Committee on 9/8/21 was declined.
4.2 - Posy Park Improvements	3	Community Services	2 - Anticipated to Start Later this FY	Unfunded	County Measure K grant request of \$200K pending. Remaining \$375K unidentified.
4.3 - Centennial Plaza Improvements	3	Community Services	1 - Active Project	\$150,000	Staff is evaluating inclusion of alley between plaza and West Coast Cafe to include in project improvement area. This will most likely impact project cost. Based on this potential increase of scope, proposals will be ready for review in November. Project bid early December. Construction start early February. Estimate 90 business days for expanded scope of construction, completion May 2022.
<b>Assure Rehabilitation &amp; Replacement of Critical Community Facilities and Infrastructure</b>					
<b>5.0 Community Fiber Upgrade</b>	1	CityNet Services	1 - Active Project	Pilot Projects Funded by CityNet Operating Budget / Citywide Project Unfunded	Pilot Fiber-to-the-Home (FTTH) projects: Skyline Ridge (installed), Marisol (in-progress), Spyglass/Sea Cliff Way (on-hold) and Florida Park (pending). Evaluation of Federal and State infrastructure and broadband grants underway. Initiation of recommended third party FTTH and CityNet Enterprise analysis to begin in Q2.
<b>6.0 Traffic Calming Measures, including Speed Bumps and Repaving</b>	2	Public Works	Complete	N/A	Completed. Revisions to the Traffic Calming Toolkit was completed and presented to TSPC on September 2, 2020. Additional work related to this topic will be addressed through Strategic Initiative 26.5 - TSPC Committee Review.
<b>7.0 Adopt-a-Drain Program</b>	1	Public Works	3 - Unlikely to Start this FY	TBD	On-hold, pending identification of staff resources.

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title		Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments For Oct. 26, 2021
<b>Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality</b>						
8.0	City Shared Services, including Grant Writing	1	City Manager's Office	1 - Active Project	\$60,000	Request for Proposal Issued on October 15, 2021. Responses due back in November.
9.0	Comprehensive Fiscal Sustainability Project	1				
	9.1 - Charter City - focused on Commercial transfer tax	1	City Attorney / Finance	2 - Anticipated to Start Later this FY	Unfunded	The City of El Cerrito converted from a general law city to a charter city in 2018. The primary purpose of their charter was to adopt a real estate transfer tax. The measure was submitted to the voters as one combined item that included a charter with the tax integrated. The city conducted polling in advance of placing the measure on the ballot.
	9.2 - Short-term Rentals	1	Finance	1 - Active Project	TBD	Planning is evaluating and determining how the STR registry implementation can occur with limited staffing and consultant resources. An amendment to the current STR ordinance may be presented to CC for consideration in 2022 Q1.
	9.3 - Cannabis Regulations	1	City Attorney	1 - Active Project	\$40,000 (in addition to CEQA review)	CED is working with City Attorney's office to prepare Muni Code and zoning ordinance amendments evaluating where the dispensaries can be located, in compliance with various State and Federal regulations. CED is also working with a CEQA consultant on environmental analysis as part of the ordinance amendments. Staff anticipates bringing the ordinance amendment framework for a City Council study session in February 2022.
	9.3 - Stormwater	1	City Manager's Office / Finance	1 - Active Project	TBD	Requesting Council direction on consideration of a potential Nov. 2022 Stormwater System funding measure.
	9.4 - Execute a Cost Allocation Plan (CAP) and User Fee Study (UF)	2	Finance	Complete	N/A	Completed.
10.0	Review of Water/Sewer Rates	2	Public Works			
	10.1 - Water Rate Study	2	Public Works	2 - Anticipated to Start Later this FY	\$60,000	Project scoping complete. Consultant hired.
	10.2 - Sewer Rate Study	2	Public Works	2 - Anticipated to Start Later this FY	\$60,000	Project scoping complete. Consultant hired.

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title		Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments For Oct. 26, 2021
<b>Continue to Strengthen Community Connections, Engagement and Communication</b>						
11.0	Channel 1 Updates	3	CityNet Services	1 - Active Project	\$250,000	Systems Integrator Consultant has been engaged and Purchase Orders for the initial list of equipment is in process. Current completion and switch over timeline from Standard Definition to High Definition broadcast is expected to be January 2022, based on estimated delivery timelines for equipment impacted by the global chip shortage.
12.0	Summer Saturdays or Sundays for Street Closures	2	City Manager's Office	3 - Unlikely to Start this FY	Unfunded	On-hold, pending identification of staff resources to manage and oversee downtown events.
13.0	East/West Street Sweeping Alignment	1	Public Works / Police	2 - Anticipated to Start Later this FY	Unfunded	Initial staff work to being on this initiative in Q3.
14.0	Citywide Parking Programs	1	Police	1 - Active Project	TBD	Initial investigations of strategies to enhance parking enforcement underway. In commercial districts, this strategy may be linked to or combined with implementation of parking meters (Initiative 1.1)
<b>Protect and Improve Community Aesthetics and Safety</b>						
15.0	Wildland Risk Mitigation		Fire			
	15.1 - Crestmoor Wildfire Mitigation Project	1	Fire	1 - Active Project	\$3.2M	Identifying potential CEQA consultants with experience in wildfire mitigation projects. Plan to issue the RFP by the end of 2021. Additional fuel reduction effort by the California Conservation Corps completed around the rim of the canyon. Fuel clearing of fire roads within Canyon completed. (approx. 1.5 miles).
	15.2 - Citywide Wildfire Mitigation Project & Public Education Programs Covering Fire Safety and Emergency Preparedness	1	Fire	1 - Active Project	\$150,000	Crystal Springs Road Clearance project completed. Hired new Fire Inspector to support staffing for the program. Developing citywide parcels that will likely require wildfire fuel mitigation (assessing parcels and collecting contact information).
16.0	Clean San Bruno	1	City Manager's Office	1 - Active Project	TBD	Six-month pilot Abandon Waste Removal Program negotiated and launched in July 2021 in partnership with Recology. Update on the pilot program and continuation discussions planned for the November 9, 2021 City Council Study Session. Council and City staff supported the Recology Fall Cleanup Event on 10/23/21.

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title	Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments For Oct. 26, 2021
<b>Continue Proactive Planning for the Future of San Bruno</b>					
17.0 Adopt an Affordable Housing Fund Implementation Plan	1	Com and Econ Dev	2 - Anticipated to Start Later this FY	\$70,000	Initiated discussion with San Mateo County Office of Housing and 21 Elements evaluating when/if RFP can be issued by Q1 2022. Implementation program is anticipated to commence by Q3 2022.
18.0 Affordable Housing, including Development Partnership	1	Com and Econ Dev	2 - Anticipated to Start Later this FY	Amount TBD - City Affordable Housing Fund	Continue to engage conversation with MidPen Housing evaluating various downtown sites for possible affordable housing projects. City's Planning and Housing Manager who started late September will focus on this effort.
19.0 Bayhill Specific Plan and YouTube Phase I Planning Entitlement Approvals	1	Com and Econ Dev	1 - Active Project	N/A	City Council approved the project on 9/21 and waived second reading on 10/12. Staff is working on post-entitlement construction permits with MRG.
20.0 Implement Online Permitting Through e-TRAKit	1	Com and Econ Dev	1 - Active Project	TBD, to be funded by technology fees	City is working closely with MGO on possible launch date (anticipated to be March 2021). Will continue to process permits on TRAKit simultaneously until MGO is fully implemented.
21.0 Economic Development Program	3	Com and Econ Dev / City Manager's Office	2 - Anticipated to Start Later this FY	New position funded	City Manager's Office launched recruitment of the Economic Development Manager position in September.
21.1 - Small Business Attraction Program (w/ Chamber)		Com and Econ Dev / City Manager's Office	3 - Unlikely to Start this FY	N/A	To be assigned to the new Economic Development Manager once hired.
22.0 Climate Action Plan	1	Com and Econ Dev	2 - Anticipated to Start Later this FY	\$10,000 grant from PCE	City has engaged with Skyline College to retain a Fellow and an Intern who will assist with preparing the Climate Action Plan. Staff anticipates to present the CAP ordinance framework as a City Council study session in March 2022.
<b>Strong Governance, Organizational Health and Employee Success</b>					
23.0 Communication Plan	1	City Manager's Office	1 - Active Project		Finalization delayed. Submission to the City Council planned for November 2021.
24.0 Strong Council Governance	2	City Manager's Office			
24.1 - Council Policies Procedures Manual Development	2	City Manager's Office	1 - Active Project	N/A	Finalization delayed. City Council retreat on Policies and Procedures scheduled for November 8, 2021.
24.2 - Personnel Board Transition	2	City Manager's Office	Complete	N/A	Complete.
24.3 - District Elections	2	City Clerk	1 - Active Project	\$100,000	Project launched. Two City Council public hearings held. Community workshops and map drawing to begin in November 2021.
24.4 - HEART Committee Review	2	City Manager's Office	2 - Anticipated to Start Later this FY	N/A	Staff support for the Committee assigned from the City Manager's Office. Efforts focused on supporting resolution development and working with the Committee to design and launch various events and programs for United Against Hate Week, Nov. 14-20, 2021. Committee review discussed planned for Q3 (Jan-March 2022).
24.5 - TSPC Committee Review	2	Public Works	2 - Anticipated to Start Later this FY	N/A	Will be assigned to the permanent PW Director. Work on this initiative anticipated to starting Q3/Q4.
24.6 - Culture & Arts Committee Review	3	Community Services	3 - Unlikely to Start this FY	N/A	On-hold, pending identification of staffing resources.
25.0 Citywide Metrics	1	City Manager's Office	3 - Unlikely to Start this FY	Unfunded	On-hold, pending identification of staffing/consultant and financial resources.



## **Attachment**

4. 8/24/21 City Council Strategic Initiative Update PowerPoint



# CITY COUNCIL STUDY SESSION

Strategic Initiatives Update

&

Council Request for Discussion of Downtown Ad Hoc Committee

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# Objective

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- ❑ Provide a brief update on funded and unfunded City Council Strategic Initiatives
  - Inform Council of Strategic Initiatives that are in progress, planned for later in the fiscal year and those that are on-hold
  
- ❑ Hold a City Council Discussion Regarding Potential Establishment of a Downtown Ad Hoc Committee



# Quarterly Updates

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- ❑ Council to Be Provided with a Summary Status Report on Strategic Initiatives each Quarter
  - Q1 Update: July - September
  - Q2 Update: October - December
  - Q3 Update: January - March
  - Q4 Update: April - June



# Council Priority Focus Areas & Strategic Initiatives

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## **City Council Priority Focus Areas**

The City Council reviews priority areas of focus as part of the development of the annual operating and capital improvement program budgets. The priority areas of focus can and do change over time, based on interest, need and resources.

## **City Council Strategic Initiatives**

A special project or effort identified by the City Council as an important area of focus for the City. Such projects are typically in addition to the regular work effort for City operations and capital project delivery. Each Strategic Initiative aligns to one or more Priority Focus Areas.



# City Council Priority Focus Areas

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- A. Implement Transit Corridor Vision to Revitalize Downtown and Commercial Corridor
- B. Assure Rehabilitation & Replacement of Critical Community Facilities and Infrastructure
- C. Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality
- D. Continue to Strengthen Community Connections, Engagement and Communication
- E. Protect and Improve Community Aesthetics and Safety
- F. Continue Proactive Planning for the Future of San Bruno



# Strategic Initiatives Update

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- ❖ 42 Individual SI's adopted for FY 2021-22
  - ☐ 3 Completed
  - ☐ 19 Active
  - ☐ 12 Anticipated to Start Later this Fiscal Year
  - ☐ 8 Unlikely to Start this Fiscal Year



# Completed SI's

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- ☐ 6.0 - Traffic Calming Measures, including Speed Bumps and Repaving
- ☐ 9.4 - Execute a Cost Allocation Plan (CAP) and User Fee Study (UF)
- ☐ 24.2 - Personnel Board Transition





# Active SI's

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- ☐ 1.1 - Installation of Parking Meters Downtown
- ☐ 11.0 - Channel 1 Updates
- ☐ 14.0 - Citywide Parking Programs
- ☐ 15.1 - Crestmoor Wildfire Mitigation Project
- ☐ 15.2 - Citywide Wildfire Mitigation Project & Public Education Programs Covering Fire Safety and Emergency Preparedness
- ☐ 16.0 - Clean San Bruno
- ☐ 19.0 - Bayhill Specific Plan and YouTube Phase I Planning Entitlement Approvals
- ☐ 2.0 - Downtown Parking Strategies for Short Term Parking
- ☐ 20.0 - Implement Online Permitting Through e-TRAKit
- ☐ 23.0 - Communication Plan
- ☐ 24.1 - Council Policies Procedures Manual Development
- ☐ 24.3 - District Elections
- ☐ 3.1 - Trash Receptacles
- ☐ 4.3 - Centennial Park Improvements
- ☐ 5.0 - Community Fiber Upgrade
- ☐ 8.0 - City Shared Services, including Grant Writing
- ☐ 9.+2:203 - Cannabis Regulations
- ☐ 9.2 - Short-term Rentals
- ☐ 9.3 - Stormwater Revenue



# SI's Anticipated to Start Later This Fiscal Year

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- ☐ 1.1 - Installation of Parking Meters Downtown
- ☐ 11.0 - Channel 1 Updates
- ☐ 14.0 - Citywide Parking Programs
- ☐ 15.1 - Crestmoor Wildfire Mitigation Project
- ☐ 15.2 - Citywide Wildfire Mitigation Project & Public Education Programs Covering Fire Safety and Emergency Preparedness
- ☐ 16.0 - Clean San Bruno
- ☐ 19.0 - Bayhill Specific Plan and YouTube Phase I Planning Entitlement Approvals
- ☐ 2.0 - Downtown Parking Strategies for Short Term Parking
- ☐ 20.0 - Implement Online Permitting Through e-TRAKit
- ☐ 23.0 - Communication Plan
- ☐ 24.1 - Council Policies Procedures Manual Development
- ☐ 24.3 - District Elections
- ☐ 3.1 - Trash Receptacles
- ☐ 4.3 - Centennial Park Improvements
- ☐ 5.0 - Community Fiber Upgrade
- ☐ 8.0 - City Shared Services, including Grant Writing
- ☐ 9.+2:203 - Cannabis Regulations
- ☐ 9.2 - Short-term Rentals
- ☐ 9.3 - Stormwater Revenue



# SI's Anticipated to Start Later This Fiscal Year

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- ☐ 3.2 - Newspaper Racks
- ☐ 10.1 - Water Rate Study
- ☐ 10.2 - Sewer Rate Study
- ☐ 13.0 - East/West Street Sweeping Alignment
- ☐ 17.0 - Adopt an Affordable Housing Fund Implementation Plan
- ☐ 18.0 - Affordable Housing, including Development Partnership
- ☐ 2.1 - Installation of Temporary Loading Zones
- ☐ "21.0 - Economic Development Program"
- ☐ 22.0 - Climate Action Plan
- ☐ 24.4 - HEART Committee Review
- ☐ 24.5 - TSPC Committee Review
- ☐ 9.1 - Charter City - focused on Commercial transfer tax



# SI's Unlikely to Start Later This Fiscal Year

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- ☐ 4.1 - Downtown Greening/Landscape Plan
- ☐ 1.2 - Way finding Signage
- ☐ 12.0 - Summer Saturdays or Sundays for Street Closures
- ☐ 21.1 - Small Business Attraction Program (w/ Chamber)
- ☐ 24.6 - Culture & Arts Committee Review
- ☐ 25.0 - Citywide Metrics
- ☐ 4.2 - Posy Park Improvements
- ☐ 7.0 - Adopt-a-Drain Program



# 20 SI's Related to Downtown

## *(Directly or Indirectly)*

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- |   |   |
|---|---|
| <input type="checkbox"/> 1.1 - Installation of Parking Meters Downtown            | <input type="checkbox"/> 13.0 - East/West Street Sweeping Alignment                   |
| <input type="checkbox"/> 1.2 - Way finding Signage                                | <input type="checkbox"/> 14.0 - Citywide Parking Programs                             |
| <input type="checkbox"/> 2.0 - Downtown Parking Strategies for Short Term Parking | <input type="checkbox"/> 16.0 - Clean San Bruno                                       |
| <input type="checkbox"/> 2.1 - Installation of Temporary Loading Zones            | <input type="checkbox"/> 17.0 - Adopt an Affordable Housing Fund Implementation Plan  |
| <input type="checkbox"/> 3.1 - Trash Receptacles                                  | <input type="checkbox"/> 18.0 - Affordable Housing, including Development Partnership |
| <input type="checkbox"/> 3.2 - Newspaper Racks                                    | <input type="checkbox"/> 21.0 - Economic Development Program                          |
| <input type="checkbox"/> 4.1 - Downtown Greening/Landscape Plan                   | <input type="checkbox"/> 21.1 - Small Business Attraction Program (w/ Chamber)        |
| <input type="checkbox"/> 4.2 - Posy Park Improvements                             | <input type="checkbox"/> 24.3 - District Elections                                    |
| <input type="checkbox"/> 4.3 - Centennial Park Improvements                       | <input type="checkbox"/> 24.6 - Culture & Arts Committee Review                       |
| <input type="checkbox"/> 9.3 - Cannabis Regulations                               |   |
| <input type="checkbox"/> 12.0 - Summer Saturdays or Sundays for Street Closures   |   |



# Questions and Discussion

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THE END

## **Attachment**

5. 8/24/21 City Council Strategic Initiative Update Matrix



**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title		Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments
<b>Implement Transit Corridor Vision to Revitalize Downtown and Commercial Corridor</b>						
<b>1.0</b>	<b>Downtown Parking Management Plan</b>					
	1.1 - Installation of Parking Meters Downtown	3	Police	1 - Active Project	\$225,000	Initial investigation of parking meters and enforcement models underway.
	1.2 - Way finding Signage	3	Public Works / Police	3 - Unlikely to Start this FY		On-hold, pending personnel/consultant resources and alignment to implementation of Initiative 1.1 for consistent parking signage throughout downtown.
<b>2.0</b>	<b>Downtown Parking Strategies for Short Term Parking</b>	2	Public Works	1 - Active Project		
	2.1 - Installation of Temporary Loading Zones	3	Public Works / Police	2 - Anticipated to Start Later this FY		Initial selection and installation of temporary (white/green) loading zones complete. Staff/consultant to evaluate temporary food-pickup and delivery service zones in Q2.
<b>3.0</b>	<b>Short-term Downtown Improvements</b>					
	3.1 - Trash Receptacles	1	Public Works	1 - Active Project	\$130,000	Standard capacity receptacles ordered. Delivery expected in September. Assessment of level of effort to install in October. Installation Nov/Dec. Big Bellies to be ordered in August/September.
	3.2 - Newspaper Racks	1	Public Works	2 - Anticipated to Start Later this FY	\$30,000	Initiated, but on-hold pending staff resources. Reaction in Q2.
<b>4.0</b>	<b>Downtown Streetscape Plan</b>	3	Public Works / Community Services			
	4.1 - Downtown Greening/Landscape Plan	3	Community Services	3 - Unlikely to Start this FY	Unfunded	Funding for Greening/Landscape Plan is not funded. Representation of \$300K request to Citizen's Revenue Oversight Committee scheduled for 9/8/21, as requested by the City Council
	4.2 - Posy Park Improvements	3	Community Services	3 - Unlikely to Start this FY	Unfunded	On-hold pending financial resources. City Council selected design estimated at \$500K. County Measure K grant request of \$200K pending. Remaining \$300K unidentified.
	4.3 - Centennial Park Improvements	3	Community Services	1 - Active Project	\$150,000	Landscape Architect retained and design underway. Uniform Cost Accounting process has been implemented to facilitate landscaping contractor bid process. Project bid early October. Construction start early November. Estimate 60 business days construction, completion January 2022.
<b>Assure Rehabilitation &amp; Replacement of Critical Community Facilities and Infrastructure</b>						
<b>5.0</b>	<b>Community Fiber Upgrade</b>	1	CityNet Services	1 - Active Project	Pilot Projects Funded by CityNet Operating Budget / Citywide Project Unfunded	Pilot Fiber-to-the-Home (FTTH) projects: Skyline Ridge (installed), Marisol (in-progress), Spyglass/Sea Cliff Way (on-hold) and Florida Park (pending). Evaluation of Federal and State infrastructure and broadband grants underway. Initiation of recommended third party FTTH and CityNet Enterprise analysis to begin in Q2.
<b>6.0</b>	<b>Traffic Calming Measures, including Speed Bumps and Repaving</b>	2	Public Works	Complete	N/A	Revisions to the Traffic Calming Toolkit was completed and presented to TSPC on September 2, 2020. Additional work related to this topic will be addressed through Strategic Initiative 26.5 - TSPC Committee Review.
<b>7.0</b>	<b>Adopt-a-Drain Program</b>	1	Public Works	3 - Unlikely to Start this FY	TBD	On-hold, pending identification of staff resources.

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title		Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments
<b>Grow City Revenues to Assure On-Going Fiscal Stability and Economic Vitality</b>						
8.0	City Shared Services, including Grant Writing	1	City Manager's Office	1 - Active Project	\$60,000	RFP to be released in September 2021.
9.0	Comprehensive Fiscal Sustainability Project	1				
	9.1 - Charter City - focused on Commercial transfer tax	1	City Attorney / Finance	2 - Anticipated to Start Later this FY	Unfunded	Future Council study session to be planned for late Q1/early Q2. Various decisions needed from the City Council, such as confirmation on the composition of the City Charter initiative, should the City conduct a poll of likely voters, and the City Council preferred structure for a commercial real estate transfer tax.
	9.2 - Short-term Rentals	1	Finance	1 - Active Project	TBD	Staff is engaged in discussion with HdL for third-party administration contract. Implementation of Short-term regulatory structure pending identification of staff/consultant resources.
	9.3 - Cannabis Regulations	1	City Attorney	1 - Active Project	\$40,000	Staff is evaluating zoning ordinance amendment, to begin later this year. Will require 1 Planning Commission Meeting and three City Council meetings. Various other decisions needed by the City Council, such as how many dispensaries to allow, in which zoning districts can dispensaries locate, should the City conduct a poll of business and property owners in specific zoning districts prior to such decisions, and additional public outreach efforts. Staff anticipates holding a City Council study session in Q2.
	9.3 - Stormwater	1	City Manager's Office / Finance	1 - Active Project	TBD	Council decision on next steps for Stormwater revenue effort planned for Q2/October. Evaluating options to conduct requested ballot analysis.
	9.4 - Execute a Cost Allocation Plan (CAP) and User Fee Study (UF)	2	Finance	Complete	N/A	New fees effective September 1, 2021
10.0	Review of Water/Sewer Rates	2	Public Works			
	10.1 - Water Rate Study	2	Public Works	2 - Anticipated to Start Later this FY	\$60,000	Staff is evaluating when work can begin on this initiative. Will require additional consultant project management support and/or a reallocation of existing workload items/projects.
	10.2 - Sewer Rate Study	2	Public Works	2 - Anticipated to Start Later this FY	\$60,000	Staff is evaluating when work can begin on this initiative. Will require additional consultant project management support and/or a reallocation of existing workload items/projects.

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title		Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments
<b>Continue to Strengthen Community Connections, Engagement and Communication</b>						
11.0	Channel 1 Updates	3	CityNet Services	1 - Active Project	\$250,000	Systems Integrator Consultant has been engaged and Purchase Orders for the initial list of equipment is in process. Current completion and switch over timeline from Standard Definition to High Definition broadcast is expected to be January 2022, based on estimated delivery timelines for equipment impacted by the global chip shortage.
12.0	Summer Saturdays or Sundays for Street Closures	2	City Manager's Office	3 - Unlikely to Start this FY	Unfunded	On-hold, pending identification of staff resources to manage and oversee downtown events.
13.0	East/West Street Sweeping Alignment	1	Public Works / Police	2 - Anticipated to Start Later this FY	Unfunded	Initial staff work to being on this initiative in Q3.
14.0	Citywide Parking Programs	1	Police	1 - Active Project	TBD	Initial investigations of strategies to enhance parking enforcement underway. In commercial districts, this strategy may be linked to or combined with implementation of parking meters (Initiative 1.1)
<b>Protect and Improve Community Aesthetics and Safety</b>						
15.0	Wildland Risk Mitigation		Fire			
	15.1 - Crestmoor Wildfire Mitigation Project	1	Fire	1 - Active Project	\$3.2M	Draft Crestmoor Canyon Wildfire mitigation plan has been completed by consultant and is ready for next steps with CEQA consultant. Anticipate to publish RFP and retain a CEQA consultant by the end of 2021.
	15.2 - Citywide Wildfire Mitigation Project & Public Education Programs Covering Fire Safety and Emergency Preparedness	1	Fire	1 - Active Project	\$150,000	Project is in the planning stage and expect fist phase in Oct / Nov 2021 Staff is assessing a priority list of project areas based on the City's No – Harm Study. This includes a collaboration among the City's Fire and Community Services departments, as well as the SMCO Parks. An initial focus area is Crystal Springs Road Clearance. 2021 Community Chipping Program completed.
16.0	Clean San Bruno	1	City Manager's Office	1 - Active Project	TBD	Six-month pilot Abandon Waste Removal Program negotiated and launched in July 2021 in partnership with Recology. Public education and information regarding illegal dumping underway. Additional efforts pending identification of personnel and financial resources...such as enhanced downtown cleaning and street sweeping (see Initiative 16.0). New and enhanced capacity trash receptacles planned throughout the City (see Initiative 3.1).

**City Council Strategic Initiatives Update**  
(Active/Anticipated to Start/Unlikely to Start this FY)

Title	Council's Summary Priority Category 1 - Extremely Important 2 - Highly Important 3 - Important	Lead Dept	Implementation Timing Category 1 - Active Project 2 - Anticipated to Start Later this FY 3 - Unlikely to Start this FY	Budget <i>Note: Some initiatives may require additional funding after initial analysis and project scoping.</i>	Project Update / Comments
<b>Continue Proactive Planning for the Future of San Bruno</b>					
17.0 Adopt an Affordable Housing Fund Implementation Plan	1	Com and Econ Dev	2 - Anticipated to Start Later this FY	\$70,000	Draft RFP soliciting consultant implement the City's affordable housing fund program has been prepared but not finalized. Anticipate to publish the RFP and retain the consultant by the end of 2021. Anticipate consultant to start implementing the program in 2022.
18.0 Affordable Housing, including Development Partnership	1	Com and Econ Dev	2 - Anticipated to Start Later this FY	Amount TBD - City Affordable Housing Fund	Has engaged the conversation with MidPen Housing. However, need dedicated staff to continue monitoring the dialogue. Anticipate to re-engage the conversation with housing developers before the end of 2021.
19.0 Bayhill Specific Plan and YouTube Phase I Planning Entitlement Approvals	1	Com and Econ Dev	1 - Active Project	N/A	Planning Commission forwarded recommendation on 8/17, anticipating final adoption by City Council in September/October and construction to commence soon after.
20.0 Implement Online Permitting Through e-TRAKit	1	Com and Econ Dev	1 - Active Project	TBD, to be funded by technology fees	Recently diverted interest to a new software, MGO. Will evaluate against TRAKit upgrade and eTRAKit launch vs MGO, with the goal of initiating in Q2.
21.0 Economic Development Program	3	Com and Econ Dev / City Manager's Office	2 - Anticipated to Start Later this FY	New position funded	Economic Development Manager position recruitment to begin in Q1.
21.1 - Small Business Attraction Program (w/ Chamber)		Com and Econ Dev / City Manager's Office	3 - Unlikely to Start this FY	N/A	Working with Chamber and CM office through the new Economic Development Manager to launch the Small Business Attraction Program
22.0 Climate Action Plan	1	Com and Econ Dev	2 - Anticipated to Start Later this FY	\$10,000 grant from PCE	Work on a Climate Action Plan on-hold pending identification of resources (personnel, consultant, financial). Staff to assess partnership with Skyline College for research / fellowship assistance. \$10,000 grant from PCE for Reach Code analysis on-hold pending identification of staff support to oversee the effort.
<b>Strong Governance, Organizational Health and Employee Success</b>					
23.0 Communication Plan	1	City Manager's Office	1 - Active Project		To be complete in Q1/September 2021.
24.0 Strong Council Governance	2	City Manager's Office			
24.1 - Council Policies Procedures Manual Development	2	City Manager's Office	1 - Active Project	N/A	Anticipated to be completed in September 2021, pending future calendaring of City Council study session(s) and final action by the City Council at a regular meeting.
24.2 - Personnel Board Transition	2	City Manager's Office	Complete	N/A	Complete
24.3 - District Elections	2	City Clerk	1 - Active Project	\$100,000	Staff and consultant team work has commenced. City Council study session planned for September 28. Project scheduled being revised to meet an April 2021 completion target.
24.4 - HEART Committee Review	2	City Manager's Office	2 - Anticipated to Start Later this FY	N/A	Staff anticipates commencing work on this initiative in Q2, in partnership with the Council members appointed to the Committee.
24.5 - TSPC Committee Review	2	Public Works	2 - Anticipated to Start Later this FY	N/A	Will be assigned to the permanent PW Director. Work on this initiative anticipated to starting Q3/Q4.
24.6 - Culture & Arts Committee Review	3	Community Services	3 - Unlikely to Start this FY	N/A	On-hold, pending identification of staffing resources.
25.0 Citywide Metrics	1	City Manager's Office	3 - Unlikely to Start this FY	Unfunded	On-hold, pending identification of staffing/consultant and financial resources.